MARKETING AND HOUSE WORK MANUAL

S. AGNES DONHAM

Class TX 321
Book D7
Copyright No. copy 2

COPYRIGHT DEPOSIT.

MARKETING
AND
HOUSEWORK MANUAL

MARKETING
AND
HOUSEWORK MANUAL

BY
S. AGNES DONHAM
INSTRUCTOR IN HOUSEHOLD MANAGEMENT
GARLAND SCHOOL OF HOME MAKING, BOSTON

BOSTON
LITTLE, BROWN, AND COMPANY
1917

TX321
.D7
Copy 2.

Copyright, 1917,
BY LITTLE, BROWN, AND COMPANY.

All rights reserved

Published, November, 1917

$1.50

NOV 26 1917

TYPOGRAPHY BY THE PLIMPTON PRESS, NORWOOD, MASS., U.S.A.
PRINTED BY S. J. PARKHILL & CO., BOSTON, MASS., U.S.A.

©CI.A477731
No. 2

CONTENTS

PART I

CHAPTER		PAGE
	Introduction	2
I.	General Rules for Marketing	3
II.	Marketing Charts	9
III.	Menu Making	80
IV.	Menu and Order Sheets	97
V.	How to Select Foods — 1. What the Body Needs	100
VI.	Food Inventory	107

PART II

	Introduction	114
VII.	The Cellar and Laundry	115
VIII.	The Kitchen and Kitchen Pantry	127
IX.	The Dining Room, Pantry and Dish Washing	146
X.	The Dining Room and Table Service	152
XI.	The Living Room	160
XII.	The Chambers and Bed Making	167
XIII.	The Bathroom and Storage Closets	174
XIV.	General Cleaning — Sweeping, Dusting	181
XV.	To Open and Close a House	199
XVI.	House Inspections	205
XVII.	Small Repairs, Plumbing Troubles	208
XVIII.	The Reading of Gas and Electric Meters	214
XIX.	Program of Work	218
XX.	Household Pests	226
	Index	237

PART I

MARKETING AND HOUSEWORK MANUAL

INTRODUCTION

THE subject matter of this manual is the result of twenty years' study and experience in teaching. Each year I have seen reason to change it and have been glad it was not in permanent form. It has now reached the place where it seems to meet a definite need in schools, and promises to the young housewife material which she will find useful and which will save much time over the slow process of learning by experience.

There are many books on the market which give help to the home maker, and I should hesitate to add to the number if this were in the usual form, but its brevity and the elimination of all except almost catalogue detail make it seem probable that the busy or inexperienced may find time and inclination to go to it for help and direction.

I have purposely kept to the short, exact statement that there need be no superfluous words to bewilder the inexperienced and irritate the hurried.

For much of the inspiration which makes the book possible, I am indebted to Mrs. Margaret J. Stannard and my co-workers at the Garland School of Home Making. To Miss Louisa A. Nicholas, Miss S. Maria Elliott, Mrs. Maria W. Hilliard, Mr. Edward E. Thurston, Mr. George Hutchinson, and a large number of others I am grateful for instruction and criticism. To Mrs. Harriet Taber Richardson is due acknowledgment for the idea from which I worked out the order sheets. To my mother and father belong the credit for the practical ability and desire to be useful which led me into this great work of Home Economics.

MARKETING
AND
HOUSEWORK MANUAL

CHAPTER I

GENERAL RULES FOR MARKETING

A MARKET is a place where commodities are bought and sold.

Early food markets were possibly the outgrowth of great religious festivals. People gathered from a distance for several days' festivities and brought food for their own use and exchanged the excess for foods strange to them which people from other parts of the country brought.

Gradually they came to provide definitely for such exchange, and in time such gatherings became established markets for the barter of any produce not necessary to the producer.

Now, food markets are the centers of exchange not only between producers of foodstuffs, but between producers, or their agents, and consumers, who use money instead of similar produce as a medium of exchange, and the food frequently passes through the hands of several middlemen before coming into the home of the consumer.

It is well to make use of every assistance in marketing.

Investigate the various methods — private dealers, coöperative buying, coöperative markets, municipal markets, public markets, purchasing from producer by cart, express, or parcel post.

Make use of all the educational material you can find:

Federal, State, and City bulletins,
Board of Health cards,
Agricultural College bulletins,
Magazine articles,
Conference with neighbors.

Consider which methods are best suited to your needs and follow them until convinced that others are better. One gains little by trying first one way and then another without fairly testing each.

The corner storekeeper must ask higher prices than the firm with larger business and more extensive plant. We demand much from the small store in our emergencies and usually give the bulk of our trade to the large dealer.

Public markets often save much, but we must consider that we pay carfare and use extra time to reach them. The reduction in price is frequently apparent rather than real. We forget the cost of the gasolene which we used in reaching the larger market.

Peddlers with regular routes may usually be depended upon.

The huckster knows you won't remember his face when he appears again and is less likely to give honest weight and quality.

Do not expect to learn to market well by telephoning to your favorite clerk or reading books on the subject. You can learn only by constant use of every rule you know and by repeated visits to market and practice in selection.

Build upon your own failures and successes; but let the knowledge of others help you do so.

General Rules for Marketing

Choose your market carefully.

Sanitation:

Consider the sanitary arrangements of the store, the storage spaces, and the yard; position of toilets, presence of animals, the covering of bins, the standard of cleanliness all through the store.

Watch to see that the clerks employed have clean appearance and clean habits and methods of handling the goods.

Quality:

Do not demand fancy quality unless paying for it.

See that you receive the quality for which you are willing to pay.

Weight:

Choose a dealer who gives accurate weight and measure.

Prices:

Should be reasonable for the quality you demand.

Treatment of Customers:

Should be courteous and considerate.

Be considerate in your demands for service.

Require no unnecessary time from the clerks.

Do not ask for repeated deliveries; make one order do.

Allow time for delivery.

Do not ask for constant favors.

Insist upon the weight and quality for which you are paying.

Do not be impossible to suit.

Extra quality and cleanliness are costly.

If you demand good sanitation and fancy brands, you must pay for them.

Bills should be paid promptly.

It is your privilege to choose the market where you will buy.

It is your duty to pay for the service you demand.

Methods of Marketing

1. Plan your meals for a week ahead if possible.
2. Make a list of supplies required in the menus.
3. Consult the cook or pantry to see if any of these supplies must be replenished within a week.
4. Make a list of all staples required, with amounts and brands desired.
5. Make a list of all perishable supplies for each day, with item as to the time the order should be given.
6. Order the staple articles which will insure your supply for a week at least, longer if you have storage.
7. Go to market and choose the perishable articles, for two or three days ahead if necessary. Meat may be held and sent as required.
8. Choose perishable articles yourself. It is of no use to go to market simply to read an order to the clerk.
9. Visit the market often enough to keep in touch with the seasons, prices, qualities, and choice. We forget what we do not see.
10. Change your plan if the conditions or contents of the market make it desirable or necessary.

Rules for Buying

1. Plan what you will buy.
2. Ask the price before ordering.

3. See if you can save by buying in quantity.
4. If the price is high, try to discover cheaper substitutes.
   (*a*) If prices are higher than you can afford to pay, substitute a cheaper food of the same food value.
   (*b*) Prices of food are usually regulated by supply or demand. Boycotts do little or no good. In a city near Boston it cost 38 cents a dozen to raise and market eggs. Eggs below 40 cents a dozen were thus sold without profit. The farm produced its largest supply when eggs were selling below 36 cents a dozen. The winter prices hardly made up the loss. It was the supply and not the demand which regulated the price.

   Investigate before you condemn.

   Buy any food as long as you can afford it; substitute when the price is prohibitive.
5. When buying perishable articles, do not order more than can be used to advantage. Study actual needs.
6. Know the difference between real and apparent cost. Example: Rump steak at 48 cents a pound is nearly all edible, and the real and apparent costs are practically alike; while sirloin steak at 38 cents a pound has much waste, and the cost of the portion actually used may reach 74 cents a pound. The real cost is thus 36 cents more than the apparent cost.
7. Order a definite quantity — by weight or measure; not ten or fifteen cents' worth.
8. Check the dealer's weight by watching or by reweighing. See that the scales are at zero before food is placed on them.

9. Do not pay for the weight of wrapping paper, etc. Have trimmings sent home and use them.
10. Buy when prices are reasonable. Nearly every food material has a seasonal rise and fall in price. Watch for drops in prices and take advantage of them if possible.
11. Do not buy anything simply because it is cheap. Know that you need to use it.
12. Buy by brand name if you have found a brand of satisfactory quality. Experiment with different products until you have found the one you prefer; then order that brand until you see reason to change for something better suited to your need.
13. In general, do not buy below the market price unless you know the reason for the reduction. There is always a reason. If flour is selling at $10 a barrel and a dealer offers it for $8, it is probably a poor or damaged flour.

CHAPTER II

MARKETING CHARTS

THESE charts are designed to assist the housewife or student in the choice, purchase, and care of foodstuffs. It has been manifestly impossible to include every foodstuff known to each locality in the country, but effort has been made to chart those which are universal.

The cuts of meat are the Boston cuts, but names by which they are known in other cities are given. The greatest difference is in the cutting of the Boston rump, called in New York the sirloin, and there cut in large slices through the bone. The New York rump is like the poorer part of the Boston rump, which is there called the face. To give prices for meat seems inadvisable.

The vegetable charts are given with a range of prices at the beginning and height of a normal season. Prices for hothouse-grown or out-of-season vegetables are also indicated, that the housekeeper may be able to judge whether it is best to purchase or wait for the home market.

The points of choice and the care in the house need no explanation, but a word should be said in regard to the amount to purchase. Abnormal appetites, families with large capacities for any one food, have not been considered. The aim has been to give average amounts which would satisfy the normal family. Experience will soon show whether the amount is right for individuals to serve or to purchase.

GENERAL RULES FOR THE SELECTION OF MEAT

Read Farmers' Bulletin No. 391, "Economical Use of Meat in the Home."

Study charts.

Study cuts of meat in the markets.

Learn the names your dealer uses.

Go through a market picking out all the pieces of one particular cut; when sure of that, learn another in the same way.

When buying, ask the clerk to show you all of the cuts possible for the use you have in mind; then choose the one which seems best suited to your purpose and purse.

Try different cuts until you have learned which gives you the most satisfaction. Consider real and apparent cost, waste, flavor, and size of cut. Having decided which cuts you prefer for each purpose, order by name and see the meat cut and weighed if possible. Have the trimmings sent home for use.

The cuts of meat which have thin connective tissue holding the fibers are the tender cuts; heavy connective tissue makes tough meat.

When there are flecks of fat all through the fibers of meat, it is more tender and has more flavor than meat without fat.

When meat has hung for some time after slaughter, it is more tender than if eaten at once.

Meat of any kind should have a fresh odor.

Experience will teach one the odor of stale meat.

Select meat which has no dark, dry edges or spots.

Remember that tough cuts may be cooked slowly and become tender.

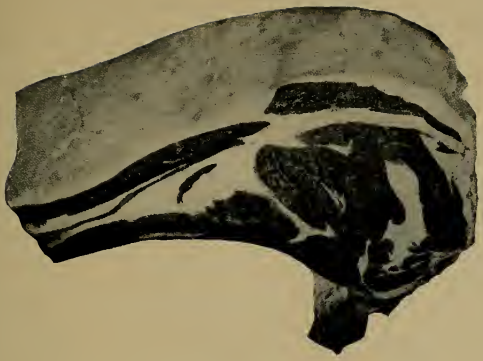
Learn which cuts have the least waste and know whether you are paying for waste or edible meat.

If bone and fat are worth only seven cents a pound, don't pay 38 cents for them unless you can afford to do so; and if you do pay it, realize that you are purchasing for flavor and tenderness rather than food value.

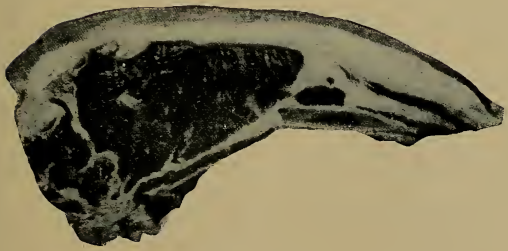
Beef

Points of Choice:

Firm, fine-grain muscle.
Bright red color when exposed to the air.
The tender cuts well mottled with fat.
Moist, juicy surface when exposed to the air.
Edge fat, firm, thick, and straw colored.
Suet dry, crumbly, and white.
Poor beef has coarse, flabby meat, dark color, with dark oily fat.



Cut known as First Cut of Prime Ribs,
English Roast, Two Rib Cut.



Cut known as Tip of Sirloin, Short Steak,
Club Steak, Delmonico Steak, Second Cut
of Sirloin.

BEEF CHART I (Fore Quarter)

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Back Prime ribs Standing ribs English roast	First five ribs on fore quarter	Similar in quality to loin; more bone and no tenderloin	Large roasts Sold two or three ribs to a cut First two best, may be boned and rolled	Cuts from 7–10 lbs.
Chuck ribs Blade roll Under cut Chuck roll	All other ribs	End of shoulder blade in eye of meat Tougher than prime ribs	Remove the blade and bone and roll Inexpensive roast Braising, pot roast, casserole, stews	Cut any weight, 5–8 lbs. or more
Neck		Juicy and tough	Soups, stews, mince meat	Cut as desired
Rattle Brisket Thick end Center cut Thin end	Lower part of fore quarter Breast back to plate	Choice and juicy, with fat and lean	Corned	Cut as desired
Plate	Last three ribs on rattle	Coarse, tough Not often used in the home	Corned, stewed, rolled and braised	Cut any weight
Shoulder	Lower part of fore quarter on top of leg	Thick solid meat Thin layer of fat on top	Steaks Roasts Pot roasts Back ends corned	5–12 lbs.

BEEF CHART I (*Continued*)

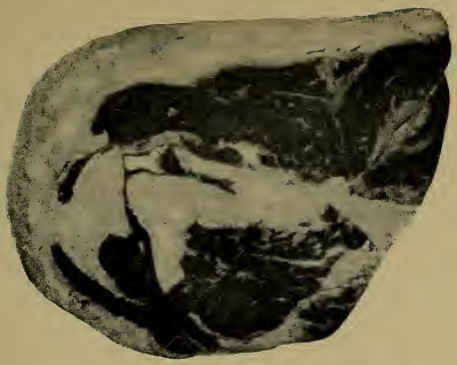
Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Skirt Steak	Inside of the fore quarter Under the ribs	Long, thin pieces with skin Coarse grain No gristle	Skin removed, meat scored and broiled	1½–2 lbs.
Fore shin	Lower part of fore leg	Bone, gristle, little meat	Soup or stew	Any weight

BEEF CHART II (HIND QUARTER)

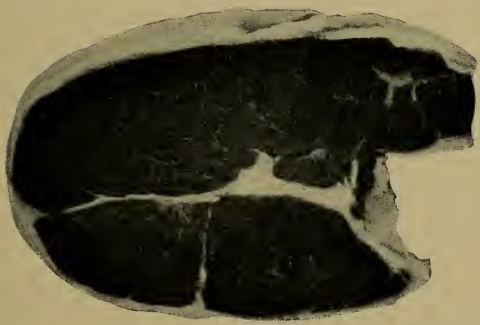
CUTS KNOWN AS	LOCATION	CHARACTERISTICS	USE	WEIGHT OF AVERAGE CUTS
Sirloin Short or tip Porter House Club steak T-bone steak Delmonico Large Sirloin Body Sirloin	Loin, all between 10th rib and hip or rump	Excellent flavor Fat and juicy Tender, except flank	**For Roast** The three ribs as Tip Sirloin The rest as Sirloin **For Steak** All except the ribs sliced 1–2 in. thick	Tip of Sirloin Roast 5–6 lbs. Heavy Sirloin 10–12 lbs. Slice of Tip or Short Steak, 1 in. thick, 1¼ lbs. Slice of Porter House 3–3½ lbs.
Rump Back Long or cross cut Flat Bone Steak Hip bone Steak Short cut Rump Face	Section along the back, between the loin and leg	Solid meat, little or no waste, juicy, good flavor Economical High price	**Back** Short cut best, very small, roast or steak **Face** For braising, rather tough for good roasting First slices cross cut from back down the side for steaks	Short cut slice 1 in. thick, 1–1½ lbs. Middle slices 2–2½ lbs. Roast from back cut as desired 6–7 lbs. Face 10–12 lbs.

BEEF CHART II (*Continued*)

Cuts known as	Location	Characteristics	Use	Weight of Average Cuts
Aitch Bone	Wedge-shaped piece between rump and round	Solid pieces of meat on side next to round Large piece of bone	Roast Braising Stew	Cut any weight desired, 7–10 lbs. usual
Round Top round Bottom round Vein	Inside thick part of hind leg Outside of leg Front of leg	Good flavor Juicy, tough No waste	Top fairly good for steak Bottom and vein for chopping or pot roast, beef juice and slow cooking Hamburg Steak and casserole	Cuts 1–2 lbs. to a slice for steak Cut as desired for other purposes
Shin or Shank (Hind)	Leg (lower)	Bone, gristle, small amount of meat Good flavor	Stews, soups Aspic jelly	Weight varies with size 10–16 lbs.
Tenderloin (Fillet)	Inside under loin and rump	Tender, little flavor or juice Expensive	Roast or broiled	Rump 2–3 lbs. 5 slices Loin 4–6 lbs. 8 slices 1½ in. thick



Cut known as Porterhouse, T-bone Steak, Large Sirloin, Body Sirloin. When cut larger, known as Porterhouse Roast, Body Roast, Sirloin Roast



Cuts known as Round. Top and Bottom cut Through.

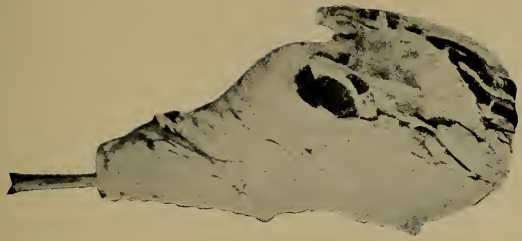
BEEF CHART III

Cuts known as	Location	Characteristics	Use	Weight of Average Cuts
Flank	Lower part of hind quarter	Coarse and tough	Stewed, corned, braised (rolled)	Do not buy except as it comes on other cuts
Liver	Inside	Stronger flavor than calves liver, but good flavor and texture Inexpensive Spoils easily Be sure it is not diseased	Broiled or pan fried after scalding May be broiled or larded and baked	Buy in slices Cut as desired
Tripe	Lining of stomach	Flavor good Easy of digestion Inexpensive	Fresh or pickled Broiled Sautéed in butter Fried in batter Lyonnaise	Buy as desired ½ lb. to a person
Tongue		Flavor Inexpensive	Boiled Preferably served cold	Weight 4–5 lbs.
Tail	Joints of tail of ox	Flavor Bone Gelatinous quality	Soups	2 lbs.

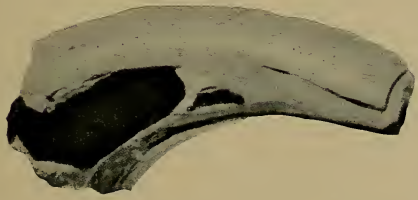
Lamb and Mutton

Points of Choice:

Deep pink flesh.
Firm, fine-grain fibers.
Kidney fat hard and white.
Edge fat thin, with faint pink tinge.
The outside skin should tear off.
The flavor of mutton is less strong if the skin and excess fat are removed.
Never cook the caul in which a leg of mutton is wrapped.
Mutton is more mature, contains more nourishment, is more easily digested, and has less delicate flavor than lamb.
Lamb bones are slightly streaked with red.
The leg joint of lamb is serrated.
The leg joint of mutton is smooth and round.



Leg of Lamb or Mutton. (Reproduced on a much smaller scale than other illustrations).



Cut known as Rib Chop. (This may be Frenched).

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Saddle (two hind quarters with loins)				
1. Leg	Hind leg	Solid meat Little waste Fine flavor and texture	Roast or boiled	6–8 lbs. May be cut short or long
2. Saddle or Rack (*a*) Loin or crown roast (*b*) Kidney and rib chops	The back between the fore quarter and leg	Tender, well-flavored meat, with much bone, fat and flank	Roasting Broiling Pan frying	For crown roast 12–24 chops 4 rib chops to 1 lb. 3 kidney chops to 1 lb.
3. Flank	Thin part below loin	Tough, thin layers of muscle and fat	Stew and soup Buy only as it comes on other cuts	
Fore quarter				
1. Shoulder 2. Breast 3. Neck 4. Fore leg	Fore leg and neck	Good flavor Inexpensive. Thin layers of meat, fat, and bone	Boned, rolled (stuffed), and roasted Casserole Stew Soup Fricassee	5–9 lbs. Back 4–6 lbs. Lower 2–3 lbs.

LAMB AND MUTTON (*Continued*)

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Kidneys	Inside	Good flavor Inexpensive	Broil Stew Fricassee	By the dozen
Liver	Inside	Good flavor Substitute for calves' liver	Broil	1 lb.

Cut known as Loin Chop, Kidney Chop, and English Chop (when boned and rolled).

Cut known as Fore Quarter, Breast and Back of Lamb or Mutton.

Veal

Points of Choice:

Faint pink flesh.
Little or no edge fat.
Other fat pinkish in tint.
Milk-fed veal best.
Veal should at be least four weeks old before slaughter.
"Bob" veal (too young) is soft, has poor flavor, and has been considered dangerous food. Its sale is prohibited by law in many States.

VEAL CHART

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Hind quarter 1. Leg Roast or Fillet Cutlet or Steak	Hind leg	Tender Well flavored No waste Expensive	Roast Broiled Deep or pan fried	Roast about 5–8 lbs. Steak 1 lb. to a slice
2. Loin	Small of back	Tender Expensive Corresponds to kidney chop	Roast, or Pan fried	3–4 chops to a pound
3. Rack	Ribs	Like rib chops Much fat and bone	Roast, or Chop	3 chops to a pound
4. Flank	Below loin and ribs	Thin meat and fat	Soup Buy only when it comes on other cuts	
Fore quarter 1. Shoulder and breast	Upper part of fore quarter	Has five ribs and the shoulder blade Meat in small pieces Good flavor	Boned to roast Fricassee Casserole	7–8 lbs.

VEAL CHART (*Continued*)

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
2. Neck		Bone — little meat	Stew or Fricassee	Cut as desired
3. Knuckle or shin	Fore leg	Very gelatinous Little meat	Soup and jellied meat Veal loaf	
Head Brains		Gelatinous Inexpensive	Stewed Jelly Fried Soup Scalloped	
Sweetbreads	In the throat	Easily digested Delicacy Expensive	Blanched and cooked as desired	Sold in pairs 1–1½ lbs.
Liver	Inside	Tender Good flavor Expensive except in spring Spoils quickly	Broiled, or Pan fried, after scalding	Sold by piece 1½–4 lbs., 6–8 slices

Pork

Points of Choice:

Firm, white flesh, with faint, pink tinge.

Firm, clear, white fat.

Diseased pork has a dull appearance, with small yellowish lumps through the meat and fat.

PORK CHART

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Hind Quarter				
1. Ham	Hind leg (Smoked and cured, sugar-cured best)	Tender, good flavor, most expensive cut	Roast Broiled Boiled Pan fried	7–12 lbs. May be cut in halves Slice ½ in. equals 1–1½ lbs.
2. Loin (*a*) Rib (*b*) Chyme Center cut	Back (fresh)	Sweet Tender meat Much bone Fat	Roast Chops Steak	8–12 lbs. 4 chops in a pound
3. Spare Rib	Middle cut, below loin, under bacon	Streaked with fat and bone Inexpensive Very good flavor	Boiled, or Roasted	3–5 lbs. as desired
4. Bacon	Sides Flank (smoked)	Fat with streaks of lean Flavor Appetizer Should be thick with little lean	Broiled, Fried Boiled (As garnish; as seasoning)	Strip 7–9 lbs.

PORK CHART (*Continued*)

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Fore Quarter Shoulder	Above the fore leg (Smoked or fresh)	Inexpensive Fat Good flavor	Boned and stuffed Roast Boiled	5–9 lbs.
Salt Pork	Thick fat from back, and sides outside the loin Should be pig pork	White-pinkish tinge, not yellow Lean and fat, or all fat	Frying and seasoning Appetizer	Cut 3 x 5 in., 2–3 lbs.
Lard	"Cod fat" or "leaf" from fat about the kidneys	Solid white fat tried out and clarified from cod fat	Frying and shortening	Roll of leaf, 2–3 lbs.
Liver	Inside	Tender with delicate flavor Good substitute for calves' liver	Broiling	1½–3 lbs.
Sausage	All trimmings from fore quarter usually used	Should not be too fat or too highly seasoned	Boiled, Broiled Baked, Pan fried	As desired

General Rules for Purchase of Poultry

The housewife should demand preparation of poultry before killing:

1. Fattening by special feeding.
2. Starving just before killing to empty the crop.
3. Dry-picked, giving a smooth skin. Scalding brings out dry patches which injure the appearance.
4. Well bled.
5. Cooled quickly.
6. Not drawn; poultry keeps better, and if drawn in the home, disease of the liver and intestines may be detected.
7. Head left on: choose a red comb, clear eyes, no sores.
8. Feet left on: chickens have soft spurs; roosters have hard spurs.

Choose:

Round full breast, streaks of fat under skin of breast.
White skin (milk-fed), short legs, soft yellow feet.

Avoid:

Thick layers of fat near the vent.
Full crop.
Blue meat.

POULTRY CHART

Kind and Seasons	Characteristics	Uses	Points of Choice	Average Weight
Chickens (Boston Mkt.)				
Philadelphia Roasters Nov.–April	Short leg, small feet, thick meat, excess of fat, yellow skin	Roasting	Smooth moist skin Thick meat Plump breast Streaks of fat under skin on breast Small bones	3–7 lbs.
Western Roasters Sept.–Jan.	Not especially fattened Longer legs Thin wings	Roasting	Legs smooth, short, with soft yellow feet Light colored thighs End of breast bone pliable	4–6 lbs.
Native Roasters Sept.–Feb.	Not standardized Depends on locality and producer	Roasting	Muscle of breast should separate easily under pressure Young birds have short, sharp claws Have leg tendons drawn at the market	3–5 lbs.

POULTRY CHART (*Continued*)

Kind and Seasons	Characteristics	Uses	Points of Choice	Average Weight
Fryers June–Dec.	Small, young birds between roasters and broilers	Fried in deep fat or pan broiled	Choose as for roasters, small birds	3–3½ lbs.
Broilers May–Oct.	Small bones, bird split down the back	Broiling	Clear skin Plump	2¼–2½ lbs. Individual broilers ¾–1¼ lbs.
Capons Oct.–Feb.	Tender flesh Good flavor Large amount of white meat Large size	Roasting	Choose as for chicken Head and wing feathers usually left on in market	6–10 lbs.
Ducks June–March Best in summer "Spring Ducks" June–Jan.	All dark meat Small proportion of meat to bone	Roasting	Flexible windpipe Plump bodies Smooth, clear skin	5–6 lbs.
Ducklings May–Dec.	Little meat	Broiling	Tender breast, Plump	3–5 lbs.

POULTRY CHART (*Continued*)

Kind and Seasons	Characteristics	Uses	Points of Choice	Average Weight
Fowl and Roosters All the year	Philadelphia quite fat Western more likely to be thin and "rangy" Roosters darker, coarser meat, little fat, large spurs, longer legs, and larger combs	Boiling Fricassee Steamed and roasted Steamed	Thick-bodied Not too much fat Skin clear, free from bruises Short legs and wings Spurs curved	4–6 lbs.
Goose "Green" May–Dec. Older birds all the year	Small amount of meat in proportion to bone Dark flesh Marked flavor 11-lb. goose equals 8-lb. turkey	Roasting	White, soft fat Yellow feet Thick, firm breast Windpipe easily broken	11–12 lbs.
Guinea Chicken Early autumn	Very meaty, tender Flavor like partridge	Broiling Roasting	Birds should "hang" some days before cooking Breast yellow	1½–2 lbs.

POULTRY CHART (*Continued*)

Kind and Seasons	Characteristics	Uses	Points of Choice	Average Weight
Guinea Fowl All winter	Flavor like pheasants	Boiling	Breast purplish	2–3 lbs.
Pigeons All the year	Meat dark	Boiling Casserole		½–¾ lb.
Squab April–Jan.	Meat yellow Best when 4 weeks old	Roasting Broiling	Soft breast bone Yellow meat Flexible bill	½–¾ lb. Jumbo 1 lb.
Turkey Broilers August–Oct.	Little meat	Broiling	Flexible breast bone	2½–4 lbs.
Roasters Oct.–Feb.	Tender meat Characteristic flavor	Roasting	Choose plump breast Hen turkey plumper	8–16 lbs. up
Old All the year	Tough Lower price Satisfactory if cooked right	Steam, then roast	Best from Thanksgiving until Christmas Buy cold storage from Mar.–Oct.	18–25 lbs.

Fish

General Rules for Purchase:

1. Plan to use fish often. Buy from a trustworthy dealer.
2. The demand for fish on Friday has made a very uneven demand on the supply and kept the price of fish high. Buy on other days than Friday and help make a more even market, thus reducing the cost.
3. Buy in season. Cold storage fish often lacks flavor, spoils quickly, and is higher in price than fish which is in season.
4. See the head.
   If the gills are gone, apply all other tests.
   If the eyes are gone, doubt it.
   If the flesh is soft and the skin slimy, scorn it.
5. Have the heads of cod or haddock sent home for chowder or soup.
6. Buy a large fish and use the left overs, rather than a small fish for one meal. There is less waste in proportion to the amount of edible meat.
7. Do not plan to keep fish uncooked for a very long time.

Points of Choice:

Smooth, moist skin.
Firm flesh.
Fresh odor.
Full, bright eyes.
Red gills.
Fins and tail firm.
A slice of fish should hold its shape and be well attached to the bone.
Lobsters, clams, oysters, crabs, and terrapin should be alive in the shell.

FISH CHART

Kind and Season	Characteristics	Uses	Point of Choice	Average Weight
Blackfish or Tautog April–Oct.	Tough, black skin White tender flesh Fine flavor	Frying Baking Chowder	Bright eyes Firm flesh Bright-looking skin Fins and tails not flabby	1–14 lbs. 10–20¢ a lb.
Bluefish May–Oct. In market all year	Bluish skin and flesh Rich flavor	Frying Broiling Baking	Same as for black fish Choose thick fish for broiling and baking "Baby blues" for frying	½–10 lbs. 12–30¢ a lb.
Butterfish or Scup Summer and fall	Same shape as flounders, but small	Frying (Luncheon or breakfast fish)	Same as for blackfish	2 or 3 to a lb. 12–18¢ a lb.
Clams In market all the year Little Necks Quahaugs	Hard round shells	Quahaugs large, use for chowder, broth, frying, fritters Little Necks raw	Shells close quickly when touched Should not be broken Good, fresh odor May be bought in shell by peck or dozen. Out of shell by quart	Quahaugs 75¢ peck Little Necks $1.50 peck
Long Clams	Soft shells Characteristic flavor	Boiled, Steamed Baked Fritters Chowder		10¢ quart in shell 35¢ quart out of shell

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Cod All the year	Small eye Silver stripe from neck to tail Dark gray scales on back. White belly Flesh firm and white Large dry flakes when cooked Lacks flavor	Cod steak for frying Whole fish for chowder and baking Cods tongues and cheeks for frying or chowder	Small, bright eyes not sunken in socket Bright red gills Firm flesh Bright skin Should be scaled before cooking	2 lb. up 8–16¢ a lb. Cod steak 15–25¢ a lb.
Crabs April–Oct.	Soft shell, Sweet flavored meat Flaked crab, Meat sold by pound	Fried Creaming Salads Newburg	Must be alive Fresh odor	$1.00 a doz. $1.00 a lb.
Eels All the year	Sweet, characteristic flavor Eels from muddy water should be soaked in cold water, then par-boiled	Frying Chowder	Fresh, firm flesh	20¢ a lb.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Flounder Spring and summer	Flat, thick-skinned Light on one side, dark on the other Very white meat Thin fillet of meat on each side of bone Sweet meat	Frying Broiling Baking Skinned and boned fillets called "Sole"	Choose as thick a fish as possible	Small up to 3 lbs.
Finnan Haddie	Smoked haddock Sweet meat Waste	Baking	Choose thick, short fish, fresh odor	3–4 lbs. 12–22¢ a lb.
Haddock All the year	Silvery gray, black line from head to tail on each side. Resembles cod, smaller flakes when cooked Sweet. Much waste	Fried: Split and cut lengthwise Boiled or Baked: scaled, dressed and left whole Chowder: skinned and boned (head and bones cooked for broth) Broiled: skinned and boned fillets are called scrod	Look for bright eye, firm flesh, sweet odor, black line below the back	1½–7 lbs. 5–14¢ a lb.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Hake Sept.–Jan.	Much like cod Softer flesh Spoils quickly Flesh coarse, flaky, white Much waste	Used like cod or haddock Less choice than either	When fresh from water, flesh is firm. Grows soft quickly	1–6 lbs. 8–14¢ a lb.
Halibut Western — All the year Eastern — In summer	Large fish White on one side, black on the other Firm, fine grain meat Only the back bone Choice, sweet flavor; little waste, solid meat	Thick square piece to boil or bake Fillets to broil, fry, or bake in sauce. Slices, to bake or fry	Firm flesh, not frozen Sweet odor Choose a cut below the opening for slicing for broiling	Cut any amount desired 20–50¢ a lb.
Chicken Halibut All the year	Small, young halibut	Bake or fry	Same as above	20–35¢ a lb.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Herring Fresh Mar.–April	Sweet, characteristic flavor Many small bones Iridescent scales	Bake or fry	Fresh odor, firm flesh, bright eye	¾–1 lb. 10–15¢ each
Slightly cured	Dry, shriveled skin	Bake or fry	Fresh odor, firm flesh	5–10¢ each
Smoked	Smoked whole	Soak Broil or bake	Firm flesh	5–10¢ each
Kippered	Split and smoked	Soak Broil or bake	Firm flesh Good odor	5–10¢ each
Boneless	Small Split and smoked	Soak in hot water Bake or pan broil	Good odor, firm	15–25¢ jar
Soused	Pickled	Soak Fry or bake		Box or can
Lobster All the year Most plentiful in in summer	Hard shell, dark green when alive Turns red when boiled White, very sweet meat	Plain boiled (Salads Creamed Bisque Scalloped) Baked Broiled	Buy alive Active, quick response to touch If boiled, the tail should spring back after being straightened out Must be 8 in. long Choose heavy for size	1¼–3 lbs. 20¢–$1.00 a pound

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Mackerel Mar.–Sept. June best	Mottled blue and gray, iridescent skin Rich flavor Fat flesh "Tinkers" — small mackerel	Bake Fry Split and broil	Iridescent, bright skin Firm flesh Fresh odor Bright eye	1–3½ lbs. "Tinkers" ¼–½ lb.
Perch May–Sept.	Fresh water: yellow Salt water: white Fine bones Sweet meat	Broil Chowder (much work, many bones, but delicious)	Fresh caught Firm flesh	¼–1 lb.
Pickerel June–Dec. Special state laws	Fresh water fish Dark pointed head Long slim body Fine white flesh Characteristic flavor	Fry Bake	Length required by local laws	¾ lb. up 15–25¢ a lb.
Plaice	Much like flounder	Broil or bake Fry	Like flounder	6–8 lbs.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Oysters Sept.–April	Flavor varies with locality Blue points, small, fine flavor Cotuits choice, large Easily polluted by water over beds	In shell — broiled, raw, or baked Out of shell — stew, chowder, scalloped, or fancy roast	Tightly closed shells Good odor Have opened to order If open, not ropy or slimy Good odor, no water added	75¢ pk. in shell 50–80¢ qt. opened
Salmon Western All the year Kennebec Apr. 15–Oct. 1	Large fish, rich, fat flesh, varying in color, pale to deep pink Sold with entrails, allow for waste	Boiled Fried Baked Broiled	Buy below the cut, toward the tail (less waste) Firm flesh	Cut any amount 20–50¢ a lb.
Smoked	Split, boned, and smoked Fine flavor, fat, no waste	Soak and broil or bake Creamed	Choose thick piece, good color and firm	Cut any weight desired 30–35¢ a lb.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Scallops Sept. 15–April 1	Shell fish (Muscle for opening and closing shell is only part used) Sweet, characteristic flavor	Fried Chowder Scalloped Baked Fritters	Sea Scallops — Large, pinkish tint, tender muscle Native Scallops — Small, fresh odor, firm muscle, not water-soaked	40–50¢ a qt.
Shad Jan.–June Fall shad in October	Silvery scales with reddish tinge Jack shad cheapest Roe shad choice Many fine bones	Stuffed and baked Split and broiled	Fresh bright skin Thick body Roe or Jack	3½–4 lbs.
Shrimps Mar. 15–May 15 Sept. 15–Oct. 15	Shell fish	Fried Scalloped Creamed	Firm and green	20–40¢ a lb.
Smelts June 1–Mar. 15	Dark or silvery skin Small Sweet meat	Fried Large ones split and broiled	Firm flesh Bright eyes Best not frozen	5 or more to a lb. 30–40¢ a lb.
Spanish Mackerel All the year	Fine flavor Silvery, dark blue back Under part light	Baked Broiled	Firm flesh Good odor	1–3 lbs.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Swordfish Summer	Heavy, solid fish Little waste White meat	Baked Broiled Fried	Good odor Firm flesh	Any amount desired 15–30¢ a lb.
Terrapin Nov.–May	(Shell) Choicest "Full cow" (contains eggs) Only female used	Stew Entrees	Chesapeake best Must be alive	$2.00–$7.00 according to season
Tile Fish Early summer	Meat much like codfish Appearance suggestive of red snapper but slate color with yellow spots	Bake Broil Fry	Firm flesh Not too large a fish	Weighs up to 30 lbs. 4 to 12 lbs. best Price 7–15 cts. a lb.

Fruit

General Rules for Purchase:

Do not buy too many kinds at once. Variety is less important than in the use of vegetables.

Buy fruit in season. Seasons are short for some fruits, and they may be used more frequently while they are in market.

Choose fruit which is not bruised.

A break in the skin means quick decay.

Oranges, lemons, and grapefruit should feel heavy in the hand and have thin skins.

Try comparing the juice content of a thin-skinned heavy-feeling lemon and a thick-skinned lemon of the same size.

Few fruits may be stored at home.

Small fruits, cultivated or wild, should be spread, or their own weight will crush them and break the skins.

Buy small fruits only for immediate use.

Can or preserve all not used for the table.

FRUIT CHART

Name and Season	Points of Choice and Use	Care in House
Apples Summer Fall Winter	Choose firm, crisp pulp, unbruised skin. Choice apples are hand picked and graded sizes. Second quality are often as good for immediate use. Buy by barrel if sure of suitable storage. Usually much cheaper by barrel in the fall. Prices must be low to pay to store	Keep dry and cool, 60°–65° F. or lower. Bruised and decayed fruit should be separated from sound fruit
Apricots (Fresh) June 15–Aug. 15	Choose fair unbruised fruit. Do not store	Buy only for immediate use
Bananas All the year	Choose with unbroken skin, stem not cut off. Buy by "hand" rather than by dozen. 10–15 bananas on hand. Select from bunches having green stem and plump fruit Red bananas agreeable flavor, more expensive than yellow bananas	Keep green bananas in dry moderately warm place, 68° F. Ripen slowly. Ripe bananas should not go below 50° F.
Barberry Oct.–Nov.	Choose full fruit not withered or dried. Not good raw but excellent for jams, etc.	Store in a cool, DRY place Dryness essential
Blackberry August	Full, juicy berries. Not over-ripe	Same for all berries. In cool place and not closely packed

FRUIT CHART (*Continued*)

Name and Season	Points of Choice and Use	Care in House
Cherries Last of May Early July	Choose unbruised fruit with stems left on. Apt to be moldy and wormy	Keep same as berries. Cherries pulled from stems will not keep well
Cranberries Fall and early winter	Several varieties — Cherry, Olive, Bugle, Bell Middle-sized berries generally more solid. Keep better than larger berries	Keep cool and dry. Frost-bitten berries may be cooked at once and canned for later use
Currants July	Buy on the stem, dry, firm berries. Green currants are unripe reds. Black currants used only for flavor in jellies, etc.	Keep cool and dry
Gooseberries Late July	Full ripe berries, should have slight pinkish tint, not green unless for cooking	Keep cool and dry
Grapes Late summer Early fall	Choose whole unbruised fruit. Frost-bitten grapes are soft and drop from the stem. Soft or slip grapes (Concords, Niagaras, Catawbas, and Delawares) do not store well; but may be kept for some time if not crowded together, stored in a dark cool place away from the air. Hard grapes (Tokays, Muscats, and Malagas) keep better. Malagas may be kept nearly all winter in cool dark place in the cork packing	
Grapefruit Table sizes 64–72–80 Dec. to April–May	Buy by dozen cheaper than singly. Price varies in season. Choose fruit heavy for size with smooth skin, juicy pulp	Keep in cool dry place away from air wrapped in paper

FRUIT CHART (*Continued*)

Name and Season	Points of Choice and Use	Care in House
Huckleberries July and August	Huckleberries — black Blueberries — blue Choose dry plump berries, not shrivelled or wormy	Keep as other berries
Kumquat Winter	Small orange. Skin easily removed. Choose heavy for size. Skin should be firm	Keep as other oranges
Lemons All the year	*Fancy fruit*, good color, fine-texture skin, normal shape, no scars, heavy and juicy, thin-skinned. *Standard fruit* may be irregular in shape and discolored, but still have fair fruit value. 3 oz. good size. Price varies	Store in cool dry place away from air. If each lemon is wrapped in paper or put under glass tumbler they will keep longer
Limes (Fresh)	Smaller than lemon. 1–1½ inches in diameter. Thin skin. Abundant juice. Very perishable	Keep in cool dry place (or for longer keeping cover with sand)
Melons Early melons in May Rocky Fords, Aug.–Sept. Watermelons, early summer to late fall Cantaloupes, early fall Cassaba, Sept. and Oct. Honey Dew, July to Oct. In the market during early winter	*Watermelons:* Sound hollow when rapped if ripe *Citron Melon:* Small round. Not good raw but good base for preserves *Muskmelons:* Rocky Ford good variety. About 4½ inches long. Silver gray netting on outside should stand out like lace. Groundwork green, turning yellow as it ripens. Flesh inside, pink orange Heavy, slightly soft and springy at the ends *Cantaloupes:* larger, oval, green fleshy type. Baltimore, good variety *Cassaba and Honey Dew:* Test for ripeness like other melons — large ones better than small	Store at rather low temperature If not ripe place in the sun

FRUIT CHART (*Continued*)

Name and Season	Points of Choice and Use	Care in House
Oranges Now in the market all the year Early Florida Nov. 1 or earlier California navels follow Late Valencia June–Nov.	Choose fruit heavy for its size Firm, thin skin, ripe Small, thin-skinned oranges often better flavor than larger, more expensive fruit Florida fruit have seeds, thin skin, often with russet spots. Juicy, fine flavor California navels have thicker skin, no seeds	Store ripe oranges in cool, dry place With good storage, a small family, eating fruit freely, can buy half a box at a time with safety Without storage, one or two dozen is a safer investment
Peaches July or August to October	Choose smooth skin, juicy ripe fruit Main varieties are White and Yellow with "Free stones and "Cling stones" in both Lemon and Orange "Clings" and Crawford "Free stones" used for canning Avoid very ripe fruit if buying for canning Nectarine a smooth-skinned peach	Store in a cool, dry place Will not keep long Should be well sorted Bruised fruit should be used at once
Pears Late summer and fall	Choose unbruised fruit Many varieties Generally gathered and sold before ripe Seckles used for pickling Some varieties soften at the core	Store at 60°–70° in dark to ripen Excessive heat causes decay inside of pear Avoid crowding and serve before they grow mealy

FRUIT CHART (*Continued*)

Name and Season	Points of Choice and Use	Care in House
Pineapple Spring and summer	West Indies grades — "Field pines" "Garden pines" Most Florida fresh fruit good in quality Select yellowish smooth surface Spines pull out easily and the stem end is slightly soft when ripe Hawaiian Pineapple best canned goods	Store at 65°–70° If ripe they can be cut and covered with sugar
Plum Summer and early fall	Select sweet, juicy, unbruised ripe fruit for eating For canning, choose kind best liked and not too ripe	Store in cool place Plums spoil quickly after they are ripe
Quince Oct.–Dec.	Round and pear shaped Common varieties "Apple" and "Pear." Apple quince has tender flesh and extra flavor Large, smooth fruit is choice	Quinces bruise easily Require careful handling if they are stored before using Store as for apples

FRUIT CHART (*Continued*)

Name and Season	Points of Choice and Use	Care in House
Raspberries July–August 1	Red, black, and white Red most common Buy only for immediate use They should be full and juicy, not insect stung	Raspberries are very perishable If obliged to keep the fresh berries, they should be kept as dry and cool as possible, and spread out so that their own weight does not crush them
Strawberries Southern: March–May Native: June–early July	Medium-sized berry generally has best flavor and texture Buy only for immediate use	If obliged to keep them, store as for raspberries

Vegetables

General Rules for Purchase:

1. Buy where you can obtain the best quality,—market, producer, or cart.
2. Plan for variety from day to day, not at each meal.
3. Demand good measure or weight at a reasonable price.
4. Know the seasons and buy in season. They are fresher, better flavor, cheaper.
5. Know the ways of cooking and serving, the food value, the qualities for choice.
6. Do not buy poor quality. The waste amounts to more than the saving in first cost.
7. Choose firm, crisp, ripe, tender vegetables of normal size and shape.
8. Avoid wilted, specked, frozen, decaying, overripe, or green vegetables. Abnormal size is apt to mean hard, woody fiber and poor flavor.
9. The amount to buy depends on available storage, suitability for storage, the number in the family, their fondness for vegetables.
10. Summer vegetables lose quality rapidly and can seldom be stored. Should be cooked as soon as possible after harvesting. (See Farmers' Bulletin No. 256.)
11. Winter vegetables, if ripe when harvested, may be stored in a dry, cool place and covered with sand. They should be purchased early, in bulk, direct from the field. Storage and winter loss cost.
12. The prices of vegetables are regulated by the season and the supply or demand.

13. Prices do not represent their food value.
14. A decided drop in price usually indicates poor quality or oversupply.
15. Out-of-season vegetables are expensive because of cost of transportation, and they usually lack the flavor of native vegetables.
16. Hothouse vegetables are high because of the cost of hothouse care.

VEGETABLE CHART

NOTES: The body requires small, but definite, amount of mineral salts to do efficient work. Some of these will be supplied by a mixed diet without special planning, but it has been found that iron, calcium, and phosphorus are essential and their presence must be planned for.

Some vegetables contain iron, calcium, or phosphorus in quantities sufficient to make them particularly valuable, and this has been indicated in these charts.

The blood requires a certain degree of alkalinity in order to carry on its work. Some vegetables are especially valuable in bringing about this condition. These vegetables are marked alkaline.

NAME, PART USED, SEASON	POINTS OF CHOICE	PRICES, AMOUNT TO BUY	CARE AND PREPARATION	COOKING AND SERVING	VALUABLE FOR
Artichokes (Globe) Flower Late fall and winter	Fresh, crisp, outside leaves	25–40¢ each 1 for each person	Soak in cold water ½ hr. Cut off outside leaves, trim lower leaves. Remove center or choke. Tie to keep shape	Boil in salted, acid, water 30–45 min., until leaves can be drawn out. Drain, and serve with a sauce	Succulence Variety Carbohydrate
Artichokes (Jerusalem) Tubers Oct.–May	Smooth, firm tubers	70¢ peck 1 qt. six people	Wash, scrape, soak in acidulated water	Boil in salted water. Serve plain or creamed	Succulence Bulk Carbohydrates

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable For
Asparagus Shoots Hothouse — Jan.–May Garden — May–July	Select tender shoots with not too long, tough ends	15¢ bunch 50¢–$2 hothouse 1 bunch, four people	Wash, scrape scales, cut off hard ends. Cook whole or in inch lengths	Small quantity of water, tips up, 20–30 min. Serve with butter on toast or creamed	Succulence Mineral: Calcium, Phosphorus Iron
Beans (String) Seed and Pod July–Oct.	Select fresh, crisp, not wilted, pods which snap easily, without tough strings	8–45¢ quart 2 qt. six people	Wash, string, snap in ½-inch pieces	Boil 1 to 3 hr. in salted water or salt when done. If tough, add a bit of soda. Drain and serve with butter and cream	Succulence Beans Mineral: Iron Phosphorus Alkaline
Beans (Shell) Seed Aug.–Oct.	Select fresh pods with full round beans. Pods without mildew	10¢ quart 20¢ shelled 1 qt. shelled for six people	Shell, wash, pick over. Apt to be wormy or rusty	Boiling water. Add salt and also soda to water if tough. Serve with butter and cream	Succulence Protein hydrate Carbohydrate Alkaline
Beets Roots Best in Aug. or Sept. All the year	Select firm, not wilted, not too large	5¢ bunch 20¢ quart 1 for each person	Wash, cut tops not too close	Boil 1 hr. or more in salted water. Plunge in cold water to remove skins. Never pierce with fork	Succulence Bulk Mineral: Iron Calcium Alkaline

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable For
Brussels Sprouts Flower Sept.–Dec.	Fresh, firm heads with outside leaves of good color	15–25¢ a basket 30–75¢ out of season 1 qt. six people	Pick over, remove bad leaves Soak ½ hr. in cold water	Boil, change water 2 or 3 times Cook uncovered and avoid overcooking Should look green when cooked Serve plain or creamed	Succulence Variety Mineral: Alkaline
Cabbage Leaves All the year	Full, firm head No worm holes Outside leaves crisp	10–20¢ each or 3¢ a pound ½ for four people according to size of head	Cut in quarters Soak in cold salted water and shave thin	Rapidly boiling water with cover off, 8–12 min. Serve with butter, or creamed	Succulence Bulk Mineral: Iron, Calcium Phosphorus Alkaline
Carrots Roots All the year	Crisp, firm, smooth, not too large	3¢ pound 5–10¢ bunch, also sold by bushel 2 bunches for six people	Cut off tops Wash, scrape, wash, and slice or cut in dice	Cook whole or in pieces Boil in salted water, much water if old; little if young	Bulk Succulence Mineral: Calcium, Iron Phosphorus Alkaline

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable For
Cauliflower Flower Sept.–March	White, full heads Without mildew Outside leaves or stalks not wilted Do not store	12–50¢ each 1 to 2 for six people	Soak head down at least ½ hr. in cold water. Remove stems and leaves	Cook in a bag or tied in a cloth, uncovered, 20–30 min. Should be removed while still white. Serve creamed or plain	Succulence Variety Bulk Mineral: Phosphorus Calcium Alkaline
Celeriac Roots Nov.–Feb.	Firm root, not wilted	15 to 50¢ 1 to 2 (according to size) for six people	Scrape, wash, cut in thin narrow slices and put in cold water	Cook in boiling water, drain and rinse in cold water, and use as salad	Variety Bulk Carbohydrates
Celery Stalk Aug.–Feb.	Select without nail in root if possible. Choose firm, white, crisp stalks with fresh leaves	10–40¢ bunch 1 bunch, six people	Cut off roots and large leaves (wash and dry for soup). Wash, scrape, and chill stalks in acid salted water	Serve plain or boiled with cream sauce	Succulence Variety Bulk Mineral: Phosphorus Iron Calcium Alkaline

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable For
Corn Seeds July to Sept.	Select fresh husks and full milky seed	10–50¢ a doz. 1 to 2 for each person	Remove husks and silk, trim ends. If baked remove part of husks and leave remainder	Cook in boiling water 8–20 min. Bake 30–50 min. Serve on the cob or cut, with butter	Succulence Carbohydrate Variety Bulk
Cucumber Fruit June–Oct.	Choose fine-grain skin, medium size, green, not yellow	½–25¢ each 2 for six people	Pare, cut end, slice or cube	Serve raw or boiled and creamed	Succulence Crispness Variety Alkaline
Dasheen Corms and Tubers winter	Equal size without soft decayed spots	15¢ a lb. 1 or less to each person	Scrape in alkaline water	Boil, bake, or scallop	Starch Variety
Egg Plant Fruit Aug.–Feb.	Choose heavy, thick, firm fruit, glossy, dark skin	15–50¢ 1 or less, according to size, for six people	Pare, cut in thin slices, wash, sprinkle with salt, and press overnight	Boil, sauté, fry, or bake	Variety Succulence
Endive (French) Stalk Winter and spring	Choose white, firm, crisp stalks	30–35¢ per lb. 3 stalks per person	Trim, wash, soak in acidulated water till crisp	Salad or boiled and creamed	Crispness Variety Mineral

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable for
Greens Leaves All the year	Choose fresh crisp leaves, not wilted. Tender stems. Use spinach, beet tops, turnip tops, dandelion, mustard, milkweed shoots	Price variable according to season and kind of greens. ½ to 1 peck for six people	Pick over carefully, remove roots, debris. Wash till clear of sand, in *many* waters	If young, cook in a small amount of water. If older, use more water. Chop fine and season. Serve plain or creamed	Succulence Mineral: Iron Phosphorous
Kohlrabi Tubers Late Summer to early Fall	Choose firm tubers, not too large 2–3 inches in diameter best	Price variable 2–3, according to size, for six people	Wash, pare, cut in slices	Boil in salted water 35–50 min. Serve with butter, pepper, and salt, plain or mashed	Variety Bulk
Lettuce Leaves All the year	"Head" lettuce Choose heads with crisp, fresh, bright green leaves, light colored heart leaves	3–20¢ 1 head for four people. Cheaper to buy ½ dozen heads when used daily	Wash, remove withered leaves, place in tightly closed can in cold place	Salad or as greens	Variety Crispness Mineral: Iron Calcium Phosphorous Alkaline

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable for
Leek Stem All the year Mar.–June best	Choose young, crisp, tender shoots	2–10¢ a bunch 2 bunches, six people	Wash, cut in even lengths	Boiling salted water Creamed and served on toast	Flavor Succulence Mineral:
Mushrooms Whole All the year Depends on locality	Firm, not wormy, good color	25¢–$2 a pound 1 lb. for four or six people	Wash, examine carefully, remove stem. Reject if there are holes in cap (maggots). Skin if not clean	Boiling, salted water Fry or sauté Cook in double boiler with milk or cream sauce	Variety Protein (some varieties) Mineral Phosphorous
Onion Bulb All the year "Bermudas" in Spring	Choose firm, perfect bulbs, smooth thin skins	4–8¢ quart (Bermudas, or Spanish 10–15¢ lb.) 1 each, according to size	Peel under water Soak in cold water	Cook 40–60 min. in three waters, salt the last water, finish with milk. Last water should be saved for soup	Flavor Succulence Variety Mineral: Calcium Phosphorous Iron
Oyster Plant (or Salsify) Root Fall and winter	Firm, not shriveled	15¢ bunch 1 bunch for four to six people	Wash, scrape, soak in acidulated water	Boiling, salted water Fritters, creamed, plain	Variety Bulk Succulence

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to Buy	Care and Preparation	Cooking and Serving	Valuable for
Okra Pod June to frost	Fresh, crisp pods of good color	20¢ quart	Wash, cut off the stem and remove the ribs	Boiling, salted water	Flavor Consistency Variety
Peas Seed June–Sept.	Choose crisp, green pods, well filled; seeds not too large, good color (not yellow)	25¢–$1 peck ½ peck for six people	Shell, pick over (washed pods may be put in a bag and cooked with peas)	Boiling water Small amount, cook away. Salt when done. Save the water to use for soup	Protein Carbohydrate Flavor Succulence Variety
Parsnips Root Frost to June	Choose firm roots, not wilted or shriveled	5¢ per lb. $2.00 per bu. 2 lb. for six people	Wash, scrape, soak in acidulated water	Cook in boiling water 30–40 min. Serve buttered, fried or in fritters.	Carbohydrate Bulk Mineral Alkaline
Peppers Fruit (Pod) Fall and early Winter	Choose crisp, glossy pods without black spots or bruises	2–10¢ each 1 served to each person	Wash, remove EVERY seed, parboil 10 minutes	Stuff with forcemeat and bake 1 hour or slice for seasoning and garnish, or boil and cream	Flavor Variety

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable For
Potatoes (White) Tubers All the year	Choose smooth, medium size Cook sample before buying for winter storage Should cook mealy without hard spots	20¢–$1 pk. Buy pk., bu., bbl., or sack	Keep free from sprouts New: wash and scrape Old: wash, pare, wash Soak (if not ready to cook), in cold water. May be cooked in skins	Boiling, salted water 20–30 min. Bake 30–50 min.; prick at once when done. Keep hot with dry heat	Carbohydrate Mineral: Phosphorous Iron Alkaline
Potatoes (Sweet) Root July–Jan.	Choose firm, even shape, medium size. Avoid green spots	5–10 lbs. for 25¢ Buy above amount for family use. Do not store well	Wash, select medium size without knobs	Boil 20–25 min. or bake 30–45 min.	Carbohydrate Flavor Variety Alkaline
Pumpkin Fruit Fall and early Winter	Choose "Sugar Pumpkin"; small, golden-ridged, round	2–15¢ a lb. May be stored in cool, dry place for a time 1 will make several pies	Do not allow to freeze. Keep dry.	Boil and strain Usually used for pies If not all used when cut, can the remainder Cook like squash	Succulence Flavor

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable For
Radishes Root All the year	Choose crisp, fresh, unwilted leaves	5–15¢ bunch	Wash and crisp in cold water	Serve raw, plain, or cut in flower shapes	Succulence Relish Crispness Mineral: Iron Phosphous Calcium
Squash Fruit Summer July–Oct. Winter Sept.–Apr.	Select firm, fine grain, dark color, heavy fruit A "dry" squash is a good one	2–15¢ a lb. (winter) 3–15¢ apiece (summer) Buy barrel in winter if you have storage and use frequently	Wash, cut, pare, cook in boiling water or bake and steam	Cook 20–30 min. Serve mashed and seasoned for a vegetable, or use for pies Summer squash may also be sliced and fried	Succulence Variety Bulk
Swiss Chard Leaf and stalks Early Summer	Crisp leaf, not too coarse	1 peck	Like spinach	Cook and serve the leaves like spinach. Ribs like celery or asparagus. 20–30 min.	Succulence Variety Mineral Alkaline

VEGETABLE CHART (*Continued*)

Name, Part used, Season	Points of Choice	Prices, Amount to buy	Care and Preparation	Cooking and Serving	Valuable For
Turnip Root All the year	Choose firm, fine grain, not wilted and corky	4–15¢ lb. 75¢ bu. in Fall 1 for six people	Wash, slice, pare, cut in dice	Cook in boiling salted water, uncovered, 30–40 min. Serve plain or creamed or mashed and seasoned	Succulence Flavor Bulk Mineral: Calcium, Iron, Phosphorous Alkaline
Tomato Fruit Garden July–Oct. Hothouse All the year	Choose firm fruit, not too ripe Medium size	5–60¢ lb. according to season 1 to each person	Raw, stand in boiling water 1 min. Remove skin, chill. Cooked, wash, peel, and cut	Serve raw, stewed, fried, baked, stuffed or in salad	Succulence Color and flavor Variety Mineral Alkaline
Water Cress Leaves and stems Spring and Summer	Choose fresh, bright leaves, not too coarse stems	5–15¢ bunch 1–2 bunches for six people	Wash, clip stems, and crisp in cold water	Use for garnish, or for salad, with other ingredients	Crispness Flavor Color Mineral

General Rules for Purchase of Groceries

1. Buy standard goods.
2. Buy goods branded by packer:
   (*a*) Easier to indentify grades.
   (*b*) You get a standard quality, usually at a standard price.
   (*c*) The packers stand behind their branded goods.
3. Package goods are cleaner, but usually much more expensive than bulk.
4. A price above the average usually means extra quality or special features.
5. Decrease in price from the average usually means old stock, overstock, or poor manufacturing conditions.

Adulterations and Preservatives

The Pure Food Law does not prevent the manufacture or sale of impure foods.

It does make it possible to tell pure from impure foods.

It requires that the ingredients be printed on the label.

Adulterants may be added to any food, provided:

1. The product is labeled properly.
2. The adulterant is not harmful.

The public must prove the adulterant to be harmful or the law cannot prohibit its use.

The Federal Law applies only to goods sold from state to state.

Goods sold within the state where they are manufactured are subject only to the laws of that state. Study your state food laws.

State laws are often lacking or insufficient. You must then be your own judge of purity.

Adulterated foods often require much label explanation to make their sale legal.

These explanations are frequently blind if read casually.

The more explanation required, the more care should be used by the housewife.

The name of the packer is not apt to appear on impure goods.

There are four forms of adulteration:

1. Substitution products } with consequent loss in
2. Make weights } food value and quality.
3. Artificial coloring } which may be a damage
4. Chemical preservatives } to health.

All four forms may appear in one food.

The presence of any adulterant means that the product is not first class.

The question of danger in the use of preservatives is a mooted one.

The general conclusion is that preservatives do not add to the nutritive value; their use makes it possible to use second quality materials and to cover unclean processes. It is possible to get on without them.

Read your labels and reject those products which do not reach your standard.

Purchasing in Quantity

When you have sufficient storage, it is possible to save a substantial amount by buying canned goods in case lots or by the dozen; coffee, dried fruits, etc., in large quantity; butter by the twenty-pound tub; and some dry groceries by the large sack or barrel.

One should take care that she is not led away by the

idea of saving until she has purchased beyond the consuming power of her family.

Many groceries deteriorate with long storing, and it is wasteful to eat simply to save, or to store food which the family will not eat until the interest on the money has far exceeded the amount saved.

GROCERY CHART

Name	Amount to buy 2 People	6	Points of Choice	Care in the House
Alcohol	1 gal.	1 gal.	Denatured	Keep in tightly closed container in cool place
Ammonia	1 pt.	1 pt.	Better to make at home. 10 parts of water to 1 part of concentrated ammonia	Keep in glass bottle, stoppered, away from heat
Almonds	1 lb.	2–3 lb.	Buy paper shell or soft or hard shell Best shelled almonds are: 1. Jordon almonds — long, plump, pointed at one end 2. Valencia almonds — flat, round at one end and dull pointed at the other Shelled almonds are little if any more expensive than in the shell	Keep in a jar, if shelled; in a tin box or a paper bag if not shelled
Bacon	1 lb.	1 strip	Buy sugar-cured, fat, thick strips More expensive if sliced, but less waste	Keep covered with wax paper and in the ice box

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People 6	Points of Choice	Care in the House
Baking Powder	1 lb. 5 lb. can	Advisable to buy well-known "regular" brands Does not pay to make it at home Cream of Tartar or Phosphate Powders good	Keep small amount in small tin for immediate use Cover immediately after using Store in dry place
Bay Leaves	5¢ worth	Buy fresh stock of druggist, if possible	Keep in covered glass jar
Beans (dried)	1 lb. 5 lb.	Red Kidney, California Pea, New York Pea, Yellow Eyes, Dried Lima, most common Buy current year stock plump, smooth, beans	Keep in cool, dry place, in tight receptacle
Buckwheat	Package	Be sure it is sweet and not wormy	Keep in cool, dry place, covered
Butter	2 lb. 5–20 lb.	Choose sweet butter, not too salty or too highly colored Print butter is 2–5¢ higher in price than same quality tub butter Do not buy renovated butter	Keep in the refrigerator, covered, and in a compartment which is separate from foods with strong odor

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People 6	Points of Choice	Care in the House
Candles	½ doz. Box	Paraffin	Keep in cool place
Canned Goods Meat Fish Fruits Vegetables	2–3 cans Doz. or case	Choose satisfactory brand and continue its use Choice governed by trial Compare weights of contents and prices, as well as flavor Buy by brand names	Store in cool, dry place. Must not freeze
Catsup and Sauces	1–6 bottles, according to use	Choose uncolored and without preservative	Keep in cool place after bottle is open
Cereals (Breakfast)	1 package each kind	Watch packages to see that contents are not wormy Cereals in bulk usually cheaper than packages Avoid prize packages	Keep in dry place, covered, preferably in jars
Cheese	¼ lb. to 2 lb. or package, as desired	Each kind of cheese has special characteristics Choose for flavor desired Consistency and flavor depend upon process of manufacture and length of time cheese is cured	Keep in cool, dry place, even temperature Butter cut edges to keep from drying Keep Camembert under glass and allow it to soften in a warm room before serving. Cut from the

GROCERY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Cheese (*Continued*)		The terms "full milk," "all cream," "skim milk," etc., indicate the kind of milk used Graded as Special, Fancy, Good, Prime, and Common	center and push edges together to prevent drying
Chicken Canned	1 small can 2 large cans	Beware of cheap brands. See that you have chicken	Store in cool place Remove from can at once if opened
Chloride of Lime	1–6 cans	Buy according to need	Keep in dry place Do not open cans until ready to use
Chocolate	1 lb.	Choose good quality of desired flavor Bitter chocolate for cooking	Keep cool and dry Cut in squares for use and store in covered jar
Citron	$\frac{1}{4}$–$\frac{1}{2}$ lb.	Choose pieces not too hard, with rich, clear color	Keep in glass jar
Cocoa	1 lb.	Best color rich brown Dutch process cocoa more soluble, darker in color, different flavor from other cocoas	Keep covered in can or jar in cool place

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People	6	Points of Choice	Care in the House
Cocoanut	1 pkg.	1 pkg.	Moist pieces, not too dry	Keep covered in a jar in cool place Watch for rancidity
Coffee	1 lb. ground 5 lb. whole		Own choice Best to buy whole and grind each day Flavor not always dependent on price	Keep tightly covered in can
Condensed Milk	1 can or by case Buy in small cans		Choose evaporated or unsweetened condensed milk Should be creamy white, smooth, good consistency	Remove from can after opening Keep on ice
Cooking Fats				
Cottolene	2 lb.	5 lb.	Beef stearin and cottonseed oil. Good shortening	
Cottonseed Oil	can	g. can	Cooking oil refined. (Possible also for French dressing, Mayonnaise)	All have characteristic odor. One not worse but different from others.
Crisco	Buy $1 can usually		Vegetable fats, very good	Keep covered in a cool place
Lard	2 lb.	5 lb.	Buy best leaf lard Cheap lards not clean	
Lard Compound	2 lb.	5 lb.	Better than cheap lard	

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People 6	Points of Choice	Care in the House
Cornmeal	2 lb. 5 lb.	Common or granulated Bolted Rhode Island (White)	Store in covered can Weevils liable to attack it
Cornstarch	1 pkg. 1 pkg.	Own choice	Store covered in dry place
Crackers	Pkg. or can	Plain or fancy Bulk cheaper than package	Keep in can or jar
Cream of Tartar	1 pkg. ¼ lb. size	Often adulterated Choose reliable brand	Keep in jar
Currants Raisins	1 lb. pkg.	Cleaned. Choose brand by use	Store in jar
Dates	1 lb. 2 lb.	"Fard" best, molasses cured Dromedary (package) clean, sugar cured Persian (packed) sweet, but dirty	Keep covered Wash and dry before using
Dried Fruit	1 lb. 2 lb.	Choose full fleshed fruit, not sulphur bleached	Keep in dry place Wash well Soak well, cook slowly

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People 6	Points of Choice	Care in the House
Eggs	1 doz. 2–3 doz. Direct from producer a 15 doz. case may be used Coöperative buying good plan	Brown or white shell, according to preference Full, firm yolk Should not slip in shell Average weight 2 oz.	Keep in cool place, away from strong odors Buy April eggs to put down in water glass for winter use
Extracts	4 oz. 8 oz.	Buy extracts of trustworthy brands Avoid cheap extracts and "compounds"	Keep tightly corked in a dark place
Flour Bread	Sack Bbl.	Granular, does not cake in the hand, creamy white Good flour makes a dry, elastic dough Poor bread flour makes a soft, sticky dough	Keep on rack 2 inches from floor in moderately cool, dry, light, airy place, free from odors Never freeze. Keep slightly warm in winter 60° F.

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People	6	Points of Choice	Care in the House
Flour Pastry	Sack	Sack	Starchy, white color (If gray, the flour is poor) Smooth to the touch, cakes in hand Dough breaks short	Same as bread flour
Whole wheat Graham Rye flour and meal	Small Sack " " " "		Liable to attack by weevils	Store in buckets or cans and keep as other flour
Gelatine	2 pkg.	12 pkg.	Granulated easiest to use	Keep in covered can in cool place
Ginger Ale	1 case		Choose for quality and flavor	Store in cool place
Junket	1 box			Keep covered
Macaroni	1 pkg.	6 pkg.	Italian and French best flavor American cleaner manufacture	Keep in tightly closed tin boxes in cool, dry place

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People 6	Points of Choice	Care in the House
Matches	12 pkg.	Vulcan Safety Parlor (Avoid sulphur or double tip parlor matches)	Store in tightly closed tin boxes
Molasses	1 gal.	Best qualities listed by place of production Barbadoes, Porto Rico, etc. Ordinary types — Prime, good, fair	Keep in cool place, tightly stoppered in stone jug or jar Watch for ants in summer
Nuts In shells Shelled	 2 lbs. 5 lbs. $\frac{1}{4}$–$\frac{1}{2}$ lb. 1 lb.	Buy fresh stock in late Fall Meat the same in polished or unpolished shells; the latter cheaper	Store in cool, not too dry place
Oleomargarine	1 lb. 5–10 lbs.	Choose good brand and sweet flavor; color for table use	Keep as for butter
Olive Oil Italian French	Qt. can Gal. can Do not buy in bottles, too expensive	Should be golden or straw colored Sweet nutty flavor Virgin oil best	Keep tightly covered in dark, cool place, with even temperature

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People 6	Points of Choice	Care in the House
Olive Oil (*continued*) California		Italian more fruity than French French neutral, softer, more delicate flavor California oil of best quality, growing in favor Poor qualities seldom acknowledged by packers	
Other Oils Peanut Sesame Corn oil Cottonseed	Buy in cans According to use	Should be clear and heavy Sweet flavor, and odor	Same as other oils
Olives Green	Qt. Gal.	Spanish best. Yellow green color. Very firm flesh Pinkish stone or pit, agreeable flavor	Keep tightly covered in brine Chill and serve without rinsing
Ripe	Qt. Gal.	California and Arizona best. Purplish black color, dark soft pulp. Bland flavor	Keep as other olives
Peanut Butter	½ to 1 lb.	Jars or bulk	Keep in cool place

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People 6	Points of Choice	Care in the House
Pickles	1 or ½ doz. bottles	Avoid preservatives and colorings	Remove scum from top and keep in cool place
Peas (Split)	Pt. Qt.	See that peas contain no weevils	Keep in dry place
Pimentos	Small can or ½ doz. cans	Sweet, firm and good color	If not all used when opened, change to a covered glass and cover with the oil. Will keep in a cold place several days
Raisins (See Currants)	1 lb. 1 lb.	Buy best stem raisin for table use Cleaned and seeded for cooking	Wash carefully and dry without breaking from the stems
Rice	2 lb. 3–5 lb.	Buy unpolished rice when possible. Avoid broken rice Commercial grades are Fancy, Head, Choice, Prime, Good, Fair, Ordinary, Common, Inferior, Screenings	Store as breakfast cereals
Saleratus or Soda	1 lb. pkg.	Choose reliable brand	Keep in covered jar

GROCERY CHART (*Continued*)

Name	Amount to buy 2 People 6	Points of Choice	Care in the House
Salt		Should be fine and white	Store in cool dry place, covered
Table	5¢ bag; 10¢ bag	Grades: Table salt, Dairy salt	
Cooking			
Ice Cream	10 lb. bu.	"Coarse fine" Worcester or Rock	Same as other salt
Sardines	1 box 12 boxes	Own choice, after trial French, Portugal or American Grade varies with kind and quality of oil	Keep in moderately cool place
Soap		Choose mild soaps, avoiding strong perfume and high color	Remove the wrapper and store in dry place
Toilet	12 cakes, 1 box	Choose a white soap without strong alkali	Same as above
General	12 cakes, 1 box		
Laundry	1 box Soap Chips	Yellow soaps contain resin, added to produce lather	Store in dry place, covered
Soap Powder	1 pkg.	Choose after trial	Store in covered can or box

GROCERY CHART (*Continued*)

Name	Amount to buy, 2 People 6		Points of Choice	Care in the House
Soda Washing	5 lbs.			Keep in stone jar or wooden box
Soups	12 cans Small	Large	Choose brand after trial	Keep in moderately cool place
Spices	1 pkg.		Choose pure products Standard brands, if possible, in original packages Bulk spices liable to be adulterated	Keep in tightly closed receptacles
Starch Laundry	1 pkg. 5 lbs.	6 pkg. box	Elastic Loose	Keep covered
Sugar	$1 worth	½ bbl.	*Fine granulated* Never buy coarse sugar for fine cooking or table use	Store in dry place and keep covered
	1 lb.	2 lbs.	*Powdered* For table use,	Sugar wastes, so should be purchased in amounts adapted to size of family
	2 lbs.	3 lbs.	*Confectioners* For frosting	
	1–2 lbs. or boxes		*Loaf sugar* Many kinds and shapes "Domino," cut loaf, etc. Choose by trial Domino may be had in half size	

GROCERY CHART (*Continued*)

Name	Amount to buy, 2 People 6	Points of Choice	Care in the House
Sirup Maple	1 qt. 1 gal.	Watch label, avoid word "Compound" Often adulterated	Keep in tightly closed can or jar in a cool place Molds easily
Tea	½ lb. 1 lb.	Best test flavor when brewed Best qualities have small leaves, more or less tightly curled India & Ceylon teas generally stronger than China and Japan Tea deteriorates with age	Store in a moderately cool, dry place Keep tightly covered
Vinegar	1 qt. 1 gal.	Cider	Keep in moderately cool place
Wax Floor	1 qt. 1 gal.	May be prepared at home. Liquid Wax "Butcher's" wax, both good	Keep covered
Whiting	½ lb.	Extra fine	Keep covered from dust
Yeast	1 cake	Fresh, moist cake Creamy, olive color No spots, breaks clean Mixes to liquid with teaspoonful of sugar	Keep in cold place, wrapped in tinfoil

Milk

Choose your milkman carefully.
Visit the dairy if possible; see conditions.
Get a grading from the Board of Health if possible.
Be willing to pay for clean milk.
Clean milk cannot be produced at a low price.
Read bulletins on milk production and care, issued by Federal or State Government, Colleges of Agriculture, and State Boards of Health.
Remember: To take in the milk as soon as possible after it is delivered.

1. Bottles of milk should not be left where animals can reach them.
2. Milk should be kept cold.
3. Bottles should be washed before going into the refrigerator.
4. Wash the top of a bottle before opening.
5. Do not return milk from the table to the bottle of cold milk.
6. Do not leave milk out of the refrigerator one unnecessary minute.

Grades of milk:

Raw or market milk.
Pasteurized milk.
Certified milk.

CHAPTER III

MENU MAKING

THE wise housekeeper plans her meals, making a business or a game of the work, according to her attitude toward the subject.

Meal planning takes time whenever it is done, but the success is far greater, with the use of less time, if they are planned ahead.

A meal which is planned with reference to other meals is more interesting, has better food value and more variety, at less expense, than one which is planned hurriedly, with reference only to settling the matter for one more meal.

The worst possible time to plan what to eat is just after eating, and the post-breakfast plan for dinner often shows the effect of a feeling that "anything will do."

Plans made hurriedly, too, are usually for more expensive food, as there is no time for the long, slow cooking which most of the less costly foods require.

The objection is frequently made that plans cannot be carried out because of unexpected guests.

If a guest comes after the meals for the day are ordered, the amount of rearrangement necessary is the same whether that order was given three hours or twenty-four hours before the time for service.

A plan a week old may be changed as easily as if it were new.

It takes less time to rearrange a definite plan than it does to make an entirely new one.

The use of left-overs is another bugbear of the housekeeper who thinks that she cannot plan her menus.

If the luncheons or suppers are arranged with possible left-overs in mind, it is not difficult to substitute an entrée made from supplies on hand, in case the "left-over" does not prove to be left.

When absence, or lack of appetite, on the part of several of the family result in unexpected left-overs, it is a simple matter to substitute them for some of the dishes planned from new materials.

A few moments spent in consultation with the maid, the ice box, and a planned menu will settle the question of food for the day. But real inspiration seldom comes to the woman who waits until she sees her ice box or her empty cupboard before planning.

In writing the menus for the use of a maid, it is a great advantage to begin each sheet with the evening meal,[1] following with the breakfast and midday meal for the next day.

The maid then has before her the work for twenty-four hours, and if emergency prevents an early consultation in the morning, the cooking for the mid-day meal may still be started. It also reminds the housekeeper of processes which should begin early in preparation for especial dishes.

No attempt is made here to offer full menus, but either of these plans should give such assistance that menu making becomes a pleasure rather than a bugbear.

A few general directions will be of assistance, if carefully studied.

1. Consider nutritive value.

   Choose food from each of the five groups

[1] See menu sheet, Chapter VI.

shown in the government chart for at least two meals a day.

2. Consider interest.
   Do not serve a meal lacking in color, flavor, or variety.
3. Consider harmony.
   Do not serve clashing colors or flavors.
4. Consider cost.
   Do not serve foods requiring more money, time, strength, or fuel than you can afford.

Ring and Card Plan for Menu Making

The first plan has been used successfully by many people. Its great flexibility and the impossibility of unconscious repetition, if the cards are followed, are its chief recommendations.

Provide yourself with small cards $\frac{3}{4}'' \times 2\frac{1}{2}''$ with holes at one end, with rings which open (such as are used on loose-leaf notebooks), and some stiff, colored cardboard to cut for title cards.

Make a list of all the meat or fish dishes suitable for dinner which you would be willing or able to serve to your family. Write each of these on a separate card.

Arrange these in an order which would probably be desirable for serving, planning to have fish, poultry, or roasts at times when you would be most likely to serve them; that is, if your family habits and traditions demand fish on Friday and baked beans on Saturday, arrange the cards so that beans follow fish, and that the meat for the next day is planned with Sunday dinner in mind. Do not include in

your list any dish which you cannot afford or which your family will not eat. When the cards are arranged, place them in order on one of the rings, with the colored title card on top. Label this "Dinner Meats." This ring is the only one the order of which is especially important. This arrangement should not be changed except to substitute from near the bottom of the list.

Make a list of all ways of serving starchy foods which you would use as a dinner vegetable. Arrange these in desirable order which will give variety, so that due value is given to macaroni, rice, samp, potatoes, and possibly dasheens and Jerusalem artichokes, without falling into a routine which consists solely of baked or boiled potatoes. Arrange these on a ring with a title card "Starchy Vegetables."

Continue this planning, making ring lists for Succulent Vegetables, Dinner Soups, Dinner Salads, Dessert Salads, Dinner Desserts and Relishes or Garnishes, Luncheon Soups, Luncheon Hearty Dishes and Salads, Luncheon Desserts, and Breakfast Dishes. The rings which have to do with dinner should be fastened together on one larger ring, the luncheon rings also put onto one ring.

Individual needs will govern the housekeeper in the choice of title cards which she will use. The titles given above have been found useful in a family of eight and another of sixty, as well as a number of others.

It is desirable to make these lists as complete as possible, but not to include dishes which you would not or could not serve to the particular family for which you are catering.

The rings for dinner meats and for desserts can each easily include from twenty-five to thirty-five dishes if the effort is made to provide all the variety possible and to think of dishes which have been neglected or which may have dropped from use because they had been repeated too often and the family tired of them.

To use these rings, keep dinner meats arranged in order as a basis for the whole. Start with the first card on the ring. If it is a light meat, or fish, plan for a soup which shall be suitable to serve with it. Write these on your menu sheet, and take up the vegetable rings. If the vegetable on the first card does not combine well with your meat, ignore the first card and go to the second, continuing until you have found a vegetable suitable to serve. Having selected one, remove the card from the ring, and replace it upon the bottom of the pack, so that the title card is on top, with the used cards so far down that they will not be used again until all the others have been considered. Continue in this way, using each ring in turn, until your menu for the day is built up, using only such combinations as are desirable, but never repeating a dish until all other cards have been considered.

The use of the colored card is important. It should always be left on top of the next white card to be used.

If guests or emergency change your plan, resume the ring plan as soon as possible, or you will drift into repetition. If you have cards for dishes which are in season only for a short time, it is better to keep them separate, introducing them into the ring plan only while they are in the market and desirable. For instance, asparagus, shad, or pork would naturally be used only during a definite season.

Do not use this method for working out menus

unless you are making a schedule for at least four days. It is impossible to work to advantage if one meal or one day at a time is planned.

Keep in mind that the chief objects in planning meals should be to:

Give variety at the least cost,
Avoid repetition,
Keep food value.

To get the same results without planning ahead would take far more time, strength, and effort.

Chart Plan for Menu Making

The second plan is a more arbitrary arrangement of dishes for dinner, with suggestions for relishes and garnishes which are possible.

Here, the different dishes are numbered and No. 1 carries with it not only a dinner meat, but the starchy and succulent vegetable and the dessert.

Soups, salads, etc., are suggested but not planned for definitely, the intention being to make the meals more elaborate by the addition of the third course when this is desirable for especial reasons.

The dishes given in the following charts have been used by several families; but it is expected that the housekeeper will substitute the favorite dishes of her special family for any included here which were not desirable for their individual needs.

CHART I

DINNER MEATS

1. Chicken or Fowl (roast, fricassee, or steamed and fried)
2. Lamb Stew, or Roast Stuffed Shoulder, or Lamb Fricassee with Shortcakes
3. Fish (broiled)
4. Lamb Chartreuse with Tomato Sauce or Shepherds Pie
5. Braised Beef (Aitch Bone, Bottom Round, or Face of Rump)
6. Fish (boiled or baked)
7. Beans, or Ham (baked in milk)
8. Fowl (stew with dumplings, or boiled with one-half hour roasting)
9. Roast Beef
10. Broiled Fish
11. Cold Roast Beef
12. Lamb Chops
13. Fish, Clam or Corn Chowder
14. Baked Beans or Hamburg Steak
15. Roast Lamb
16. Fresh Pork Shoulder or Veal Loaf (from knuckle of veal)
17. Cold Roast Lamb
18. Beef Steak or Swiss Steak
19. Liver or Stuffed Heart (braised)
20. Finnan Haddie
21. Beans, or Cannelon of Beef
22. Duck or Roast Chicken
23. Stuffed Pork Chops or Baltimore Stew
24. Boiled Fish (with tomato sauce)
25. Shoulder Chops in Casserole, or Nut Loaf with Sauce
26. Roast Ham
27. Baked Fish (stuffed) or New England Salt Cod Dinner
28. Baked Beans and Cold Ham
29. Boiled Fowl
30. Ham Loaf

31. Roast Lamb or Shoulder of Lamb boiled, caper sauce
32. Fish
33. Beef Pot Pie or Beef Stew

Seasonal Meats or Fish Dishes which may be substituted while in Market

Broiled Chicken	Bluefish
Duck	Fresh Salmon
Spring Lamb	Mackerel
Turkey	Shad
Veal	Swordfish

CHART II

RELISHES	GARNISHES
LAMB OR MUTTON	
spiced fruit	parsley
currant jelly	radishes
mint jelly	if cold (cups of lettuce with pickles or chow-chow)
baked bananas	
caper sauce	
mint sauce	
LAMB CHOPS	
apple jelly	parsley
	French peas
	toast points and parsley
LAMB OR MUTTON FRICASSEE	
pickles	shortcakes
curry	
capers	
ROAST BEEF	
horse radish (if cold)	parsley
mushrooms	if cold (lettuce cups with horse radish)
fried bananas	
Yorkshire pudding	
apple jelly	

STEAK

Bearnaise sauce
maitre d'hôtel butter
mushroom sauce
onions
parsley sprigs
parsley chopped
mashed potato roses

BOILED BEEF

dumplings
currant jelly
carrots

POT ROAST OR BRAISED BEEF

pickles
pickled beets
parsley

CHICKEN

cranberry sauce
cranberry jelly or ice
celery or mushroom sauce
oyster sauce
giblet gravy
celery
parsley
rice

TURKEY

cranberry jelly
cranberry sauce
cranberry ice
celery
sage stuffing
chestnut stuffing
oyster stuffing
sausage stuffing
celery
parsley
(if cold) the stuffing in slices with parsley or heart lettuce

DUCK

currant jelly
fine green salad, as
water cress
chicory
parsley

PORK

apple sauce
cider apple jelly
Soubise sauce
fried apples
currant or grape jelly
parsley
celery tips
(if cold) water cress,
radishes

FISH

chow chow
chutney
piccalilli
lemon slices
parsley with (lemon points
(toast points
chopped parsley
water cress
egg slices

CHART III

STARCHY VEGETABLES	SUCCULENT VEGETABLES
1. Rice	1. Squash
2. Potatoes Boiled (in stew) or Roasted	2. Parsnips or Cauliflower in Season
3. Boiled Potatoes	3. Tomato Scallop
4. Rice (with Chartreuse)	4. Cold Slaw
5. Potatoes cooked with the Meat	5. Carrots
6. Buttered Potatoes	6. Tomato Jelly Salad or Stuffed Peppers
7. Spaghetti with Ham (none if Beans are served)	7. Dressed Lettuce (with Beans) Corn Fritters (with Ham)
8. Boiled Potatoes Radishes	8. Scalloped Onions
9. Roast Potatoes and Yorkshire Pudding	9. Spinach Creamed
10. Savory Rice	10. Lima Beans, dried
11. French Fried Potatoes	11. Buttered Cubes of Turnip or Creamed Turnip
12. Mashed Potatoes	12. Brussels Sprouts

13. Potatoes in the Chowder	13. Salad of { Celery or Green Peppers with Lettuce and French Dressing
14. Macaroni (creamed) with Steak (none with Beans)	14. String Beans (with Steak) Dressed Lettuce and Chili Sauce (with Beans)
15. Roast Potatoes	15. Squash
16. Turkish Pilaff	16. Onions
17. Mashed Turnip and Potato	17. Fried Parsnips
18. Duchess Potatoes	18. Chopped Celery Salad
19. Boiled Potatoes	19. Radishes
20. Baked Potatoes	20. Scalloped Corn with Pimento
21. Rice with Beef (none with Beans)	21. Lettuce and Water Cress
22. Riced Potatoes, Celery	22. Creamed Cabbage
23. Duchess Potatoes on Chops	23. Peas
24. Boiled Potatoes	24. Fried Green Peppers, or Asparagus (in season)
25. Carrots, Potatoes (in Casserole)	25. Lettuce and French Dressing
26. Potatoes Scalloped	26. Onions (stuffed)
27. Boiled and Buttered Potatoes with the Stuffed Fish	27. Lettuce and Pickled Beets with the Stuffed Fish
28. Potato Croquettes with Ham (none with Beans)	28. Kale or Spinach
29. Rice	29. String Beans
30. Samp	30. Beets
31. Roast Potatoes	31. Peas
32. Mashed Potato Browned (with Cheese)	32. Cucumber
33. Baked Potatoes	33. Peas and Carrots

When vegetables are out of season, use canned vegetables or substitutes, but avoid too frequent repetition.

Rice, spaghetti, or samp may be substituted for potatoes far more frequently than this chart indicates.

During times of shortage of potatoes one of these substitutes should be served at least every other day for dinner and on alternate days for luncheon.

CHART IV

DESSERTS

1. Fruit Ice
2. Cut Fruit (apples, dates and oranges)
3. Apple Dumpling (baked), Hard Sauce
4. Chocolate Blanc Mange, White of Egg Garnish (in glass cups)
5. Vanilla Ice Cream, Maple Sauce
6. Cottage Pudding, Coffee Sauce
7. Baked Apples
8. Spanish Cream
9. Apple Tapioca, with Cream
10. Orange Pudding
11. Steamed Fruit Pudding, Hard Sauce
12. Apricot Ice, with Nuts and Whipped Cream Garnish
13. Apple Dowdy with Cheese
14. Orange Jelly
15. Mint Ice (with Thin Chocolate Sauce), or Lemon Ice
16. Sliced Oranges
17. Steamed Apple Dumpling, Liquid Sauce
18. Pineapple Salad with Cream Cheese
19. Caramel Custard
20. Orange filled Cream Pie
21. Pear and Nut Salad, French Dressing
22. Frozen Apple Sauce, with Nuts and Whipped Cream Garnish
23. Poor Man's Pudding (Rice)
24. Prune Whip, Soft Custard (not baked)
25. Apples, Boiled, Jellied, with Cream

26. Orange Salad
27. Lemon Pie
28. Apples and Oranges (cut up, with Nuts)
29. Ice Cream (Brown Bread, Prune or Coffee)
30. Apple or Apricot Shortcake
31. Prune and Pecan Salad
32. Indian Pudding
33. Bananas and Lemon Juice

SIMPLE DESSERTS

1. Orange Charlotte or Jelly
2. Cottage Pudding, Vanilla or Lemon Sauce
3. Baked Apples
4. Chocolate Cornstarch Pudding
5. Cut Fruit
6. Hot Gingerbread and Cream Cheese
7. Grape Fruit
8. Prune Whip (baked)
9. Junket (Chocolate)
10. Peach Tapioca
11. Apple Pie
12. Old-fashioned Rice Pudding
13. Prune Loaf
14. Cut Fruit (Oranges and Apples)
15. Sliced Pineapple
16. Prune Jelly
17. Steamed Apple Dumplings
18. Boiled Rice with Raisins and Cream
19. Washington Pie, (with Apple Sauce Filling)
20. Canned Peaches on Golden Flakes
21. Apples Boiled in Brown-sugar Sirup
22. Lemon Milk Sherbet
23. Raspberry Dumplings
24. Chocolate Bread Pudding
25. Water Sponge Cake and Stewed Prunes
26. Coffee Jelly
27. Steamed Cranberry Pudding

28. Pineapple and Cream Cheese
29. Apple Whip with Soft Custard
30. Apple and Celery Salad
31. Cream Cheese, Jelly and Crackers
32. Tapioca Cream
33. Assorted Fruit

Suggestions for the Use of Soups with the Charts

After chicken or fowl there will be chicken soup stock; serve it the second day following.

Bones and flank of lamb can be used for stock; serve with cold meat.

If there is more stock, use for soup before finnan haddie.

Tomato bisque may be served before fish.

If there is celery or other vegetable stock, it should be used at luncheons.

Cream soups should be served at luncheon rather than for dinner.

Suggested Use of Left-overs

Vegetables:

In combinations for luncheon salads, as garnish or filling for omelettes, scalloped.

Meats:

Garnish or filling for omelettes, small cakes, or meat loaf, chopped on toast, shepherd's pie, scalloped, hash, small pieces added to soups, croquettes with rice or potato, moist hash with potato and gravy.

Fish:

Fresh fish balls, creamed in a potato border, croquettes.

Soft-cooked Eggs:

Hard cooked and used for sandwich fillings, garnish for spinach, salads, cream toast, soup.

Cut Fruit or Canned Fruit:

In jelly desserts or fruit salads.

Cold Custard Puddings:

Cut in squares, and served in cups with white of egg or whipped cream for garnish.

Suggested Breakfast Dishes

Creamed Dried Beef
Fried Cereal with Sirup
Scrambled Eggs, with Bacon or Dried Beef Garnish
French Toast
Chopped Meat on Toast
Cream Toast, with Dried Beef or Egg Garnish
Creamed Codfish
Codfish Balls
Broiled, Baked, or Creamed Smoked Halibut
Bacon and Creamed Potatoes
Soft-cooked Eggs
Sausages
Omelette
Ham and Egg Cakes
Fish Hash or Meat Hash
Meat and Potato Cakes
Codfish Hash
Corn Fritters
Griddle Cakes or Waffles
Broiled Kidneys
Baked or Broiled Fresh Tomatoes
Kippered Herring

Suggested Luncheon Dishes

Vegetable Salads
Spaghetti and Cheese

Macaroni in Gravy
Fish Salad (Spanish Dressing)
Potato Salad with Egg or Sardine Garnish
Cheese Rusk
Salmon Scallop
Spinach and Cream Cheese Salad
Potato Chowder
Sausage and Baked Apples
Croquettes
Scalloped Cheese
Corn Chowder
Scalloped Oysters
Broiled Ham
Scalloped Eggs
Egg Toast
Meat Roll
Shepherds Pie
Dropped Eggs on Toast with Cream Sauce
Dropped Eggs on Toast with Tomato Sauce
Eggs Scrambled in Tomato
Tomato Cream Toast
Eggs Dropped in Spinach (Creamed) Nests on Toast and Baked
Fish Scalloped, in Mashed Potato Wall
Fish Timbales, with Cream Sauce
Scalloped Fish
Creamed Codfish and Baked Potatoes
Bean Loaf, Tomato Sauce
Meat Hash, with Bread Crumbs or Potatoes
Baked Eggs
Chopped Meat on Toast
Tripe in Batter
Creamed Mushrooms
Spanish Hash
Omelette with Cream Sauce
Omelette with Tomato Sauce
Dropped Eggs with Hollandaise Sauce
Liver and Bacon

Royal Scallop
Stuffed Peppers

Suggested Luncheon Desserts

Vanilla Cornstarch Mold with Fruit
Indian Pudding
Spanish Cream
Graham Pudding (Steamed)
Steamed Chocolate Pudding
Apple Slump
Blueberry Dumpling
Stewed Figs
Tapioca Cream
Caramel Tapioca (Cream)
Pineapple Tapioca (Cold)
Chocolate Cream Pie
Cream Pie (in Baked Crust)
French Toast with Sirup or Sauce
Griddle Cakes with Sirup
Rice Custard (Baked)
Tapioca Custard (Baked)
Baked Cocoanut Custard
Baked Caramel Custard
Cut Fruit
Apple Whip
Floating Island
Orange Souffle
Fairy Toast
Golden Flakes
Waffles with Sirup
Mince Pie
Prune Pie
Blueberry Pie
Cookies and Apple Sauce
Brambles

CHAPTER IV

MENU AND ORDER SHEETS

THE menu and order sheets show a convenient method of ruling a book or loose sheets so that the housekeeper may write her menu, make a note of the number she expects to serve and a list of the various foodstuffs which must be on hand in order to prepare those meals. The cost columns she may fill in when ordering, or later on from the slips, and she will then know the extent of her grocery and provision bill for the day. Should this not seem important to her, the cost jotted down at the time of purchase will make it possible for her to check her bills or to keep in mind the change in cost for the season or year.

The second order column, headed Emergency Articles, should be used only when the order for staple articles has proved not to have been complete or when change of plans makes an additional order necessary.

The weekly order sheet should have the list of staple articles which can be supplied and kept from one time of serving to another.

To some people the use of such menu and order sheets will seem a burden. They need not use them.

Experience has proved that people who do use such a plan get better service from their market men, more intelligent service from their maids — and, if doing their own cooking, less often find themselves out of necessary supplies.

The man who tried to run his factory without order

and requisition blanks, without planning to meet the needs for raw material, except by chance and memory, fails to be a successful manufacturer. Women should not expect to make the success of their business in life a matter of chance and memory alone. They should not be afraid to adopt business methods to plan their day's work, to keep records, and to provide an adequate system of supply and accounting. Housekeeping is a business; many women treat it like an avocation to be dropped at the call of pleasure.

GUIDE FOR KITCHEN ACCOUNTS

WEEKLY ORDER SHEETS

STAPLE ARTICLES DATE

ARTICLE-AMOUNT-DESCRIPTION	COST	ARTICLE-AMOUNT-DESCRIPTION	COST
Totals		Totals	

DATE MENUS ORDER LIST

	NUMBER SERVED		PERISHABLE ARTICLES	COST	EMERGENCY ARTICLES	COST
DINNER	Family		Meat		Groceries	
	Guests		Fish			
	Maids		Eggs			
BREAKFAST	Family		Butter			
	Guests		Milk		Canned Goods	
	Maids		Cream			
LUNCHEON	Family		Fruit			
	Guests		Vegetables		Miscellaneous	
	Maids					
EXTRA						
	Total		Total		Total	

CHAPTER V

HOW TO SELECT FOODS — I. WHAT THE BODY NEEDS[1]

What the Day's Food should Provide

(A) *Mineral substances of great variety (lime salts, compounds of phosphorus, iron, and others).* — These are used by the body for building material and are found in all parts of it. They also produce substances within the body tissues which tend to offset acid substances produced in the tissues in the course of digestion of meats and cereals and serve many other important uses. Without fruits and vegetables the meals would be likely to lack certain mineral substances. Without milk they would be lacking in a mineral substance specially needed by children; that is, lime.

(B) *Protein.* — Protein serves as fuel for the body and also provides a certain important element, nitrogen, which is needed in the case of children for growth and in the case of both children and grown people to keep the body in repair. Without the meat or meat substitutes (including milk), the meals would be lacking in this body-building material.

(C) *Starch.* — This is one of the chief fuels of the body and is supplied mainly by the cereal foods.

(D) *Sugar.* — This serves as fuel for the body and to flavor the food. It is found in milk, fresh fruits, and many other materials, but unless small amounts of very sweet materials — sugar itself, sirup, or honey are used, the diet is likely to be lacking in it.

(E) *Fat.* — This serves as body fuel and also im-

[1] Extract from Farmers' Bulletin, No. 808.

proves the flavor and texture of the food. It is present in meats, nuts, and many other foods, but unless small amounts of specially fat materials, like butter, oil, or cream, are used, the meals are likely to be lacking in it. Moreover, dishes cooked without a certain amount of fat and meals served without butter or some substitute seem, to most persons, dry and unpalatable.

(F) *Cellulose.* — This is the material which makes up the framework of plants. It gives bulk to the diet and may tend to prevent constipation. Without the fruits and vegetables the meals would be lacking in this important element.

(G) *Certain newly discovered substances in very small amounts,* which are believed to play an important part in keeping people well and in promoting the growth of children. Without milk in the diet some of these substances, particularly those necessary for children, would be lacking, and without meat, milk, eggs, fruits, and vegetables, others needed by persons of all ages might not be present in sufficient amounts.

(H) *Flavorings and condiments.* — In most families some materials are used in preparing or serving food which add to the attractiveness of the meals without furnishing the body any nourishment. Among these are salt, pepper, vinegar, lemon juice, spices, seasoning herbs, horse-radish, flavoring extracts, and many other materials often spoken of as "condiments." These are not discussed at length, because they are not absolutely needed by the body. They may, however, be very useful in making an otherwise unattractive diet taste good. In fact, the secret of making inexpensive meals attractive lies largely in the skillful use of seasoning and flavors, and in this way they may well be worth the cost they add to the diet, even if they do not increase its actual food value.

Any kind of food contains one or more of the substances just described, and they are combined in as many different ways as there are kinds of food. A satisfactory diet contains all of them, and each in its proper proportion, and the problem of planning meals is really that of choosing foods which will do this.

Grouping Foods to Show their Uses

Perhaps as easy a way as any to select the right foods is to group the different kinds according to their uses in the body and then to make sure that all the groups are represented regularly in the meals. Fortunately no more than five groups need be considered: (1) fruits and vegetables; (2) meats and other protein-rich foods; (3) cereals and other starchy foods; (4) sweets; and (5) fatty foods. The materials under each of these heads have their special uses. It will be helpful, therefore, for the housekeeper to form the habit of thinking of the many different kinds of food which she handles as grouped in some such way as the following:

Group 1. — Fruits and vegetables, such as apples, bananas, berries, citrus fruits, spinach and other greens, turnips, tomatoes, melons, cabbage, green beans, green peas, green corn, and many other vegetables and fruits. Without these the food would be lacking in mineral substances needed for building the body, and keeping it in good working condition; in acids, which give flavor, prevent constipation, and serve other useful purposes; and in minute quantities of other substances needed for health. By giving bulk to the diet they make it more satisfying to the appetite.

Group 2. — Meat and meat substitutes, or protein-rich foods: moderately fat meats, milk, poultry, fish, cheese, eggs, dried legumes (beans, peas, lentils, cowpeas, peanuts), and some of the nuts. These are sources

of an important body-building material, protein. In the case of children part of the protein food should always be whole milk.

Group 3. — Foods rich in starch: cereals (wheat, rice, rye, barley, oats, and corn) and potatoes (white and sweet). Cereals come near to being complete foods, and in most diets they supply more of the nourishment than any other kind of food. It is not safe, however, to live only on cereals. The grains may be simply cleaned and partially husked before cooking, as in cracked wheat and Scotch oatmeal; they may be ground into flour and used as the basis of breads, cakes, pastry, etc.; they may be partially cooked at the factory, as in many breakfast preparations; or they may be prepared in the form of such pastes as macaroni, noodles, etc. In all these forms they furnish the body with the same general materials, though in different proportions.

Group 4. — Sugar (granulated, pulverized, brown, and maple), honey, molasses, sirup, and other sweets. Unless some of the fuel is in this form, the diet is likely to be lacking in flavor.

Group 5. — Foods very rich in fat: bacon, salt pork, butter, oil, suet, lard, cream, etc. These are important sources of body fuel. Without a little of them the food would not be rich enough to taste good.

Some food materials really belong in more than one group. Cereals, for example, supply protein as well as starch; potatoes supply starch as well as the mineral matters, acids, cellulose, and body-regulating substances, for which they are especially valuable; and most meat supplies fat as well as protein. For the sake of simplicity, however, each material is here grouped according to the nutrient for which it is usually considered most valuable. These points are all brought

out in more detail in other bulletins which discuss the special groups.

The lists given below show some of the common food materials arranged in these five groups. If the housekeeper will consult them in planning meals until she has learned where each kind of food belongs, she will have taken the first step toward providing a diet which will supply all the food needs of her family. It will be only one step, to be sure, but it should prevent two mistakes — that of serving meals that have not sufficient variety, and that of cutting down in the wrong places when economy either of time or money is needed:

GROUP 1. — *Foods depended on for mineral matters, vegetable acids, and body-regulating substances*

Fruits:
- Apples, pears, etc.
- Bananas
- Berries
- Melons
- Oranges, lemons, etc.
- Etc.

Vegetables:
- Salads — lettuce, celery, etc.
- Potherbs or "greens"
- Potatoes and root vegetables
- Green peas, beans, etc.
- Tomatoes, squash, etc.
- Etc.

GROUP 2. — *Foods depended on for protein*

- Milk, skim milk, cheese, etc.
- Eggs
- Meat
- Poultry
- Fish
- Dried peas, beans, cowpeas, etc.
- Nuts

GROUP 3. — *Foods depended on for starch*

- Cereal grains, meals, flours, etc.
- Cereal breakfast foods
- Bread
- Crackers
- Macaroni and other pastes
- Cakes, cookies, starchy puddings, etc.
- Potatoes and other starchy vegetables

GROUP 4. — *Foods depended on for sugar*

Sugar	Candies
Molasses	Fruits preserved in sugar, jellies, and dried fruits
Sirups	
Honey	Sweet cakes and desserts

GROUP 5. — *Foods depended on for fat*

Butter and cream	Salt pork and bacon
Lard, suet, and other cooking fats	Table and salad oils

Thinking of foods according to the group to which they belong or according to the nutrient which they supply in largest amount will help the housekeeper to see whether in the meals she plans she has supplied all the different materials needed, especially whether there is the necessary, though small, amount of tissue-building mineral matters and body-regulating materials (group 1), and of tissue-building protein (group 2). When she has made sure that these are present, she may safely build up the bulk of the diet from whatever materials from the other groups that seem economical, wholesome, and appetizing. By means of this grouping she will be reminded that meals consisting only of cereal mush (group 3), served with butter (group 5) and sirup (group 4), would not be a complete ration, and would almost surely be lacking in body-building material, because there are no foods from either group 1 (fruits and vegetables) or group 2 (protein rich). It will become clear, also, that a school lunch of a kind far too frequently served, consisting of bread and cake, is lacking in the same way, and that a glass of milk (group 2) and an apple or an orange (group 1) would make it far more nearly complete. She will learn the wisdom of serving fruit (group 1) rather than a whipped-cream dessert (group 5) or a suet pudding (groups 3

and 5) after a course including a generous portion of fat meat (groups 2 and 5).

The grouping will also help the housekeeper who wishes to save money or time to simplify her meals without making them one-sided or incomplete. For example, if she has been serving bread, potatoes, and rice or hominy in one meal, she will see that one or even two of them may be left out without omitting any important nutrient, providing a reasonable quantity of the one or two remaining is eaten. It will show her that a custard which is made of milk and eggs, two foods from group 2, would hardly be needed after a meal in which a liberal supply of meat had been served, provided one ate heartily of all, and that a child does not need milk at the same meal with an egg or meat. It will suggest that baked beans or other legumes, or thick soups made of legumes, are substitutes for meat rather than foods to be eaten with meat.

This method of planning prevents substituting one food for another which has an entirely different use. It prevents the housekeeper, for example, from trying to give a pleasant variety by using an extra amount of cakes or sweet desserts in the place of fruit and vegetables when the latter seem difficult to obtain. Sugar is nutritious and has a valuable place in the diet, but the nourishment it furnishes is fuel and not the body-building and body-regulating materials which are found in fruits and vegetables, and it is not safe to cut them out, even if the meals can be made attractive without them. Fortunately, they are not always so hard to obtain as it seems, and the wise housekeeper will make every effort to supply them. In general, economy within each group is safer than using an inexpensive food from one group in place of an expensive one from another group.

CHAPTER VI

FOOD INVENTORY

It is frequently desirable to know exactly how much is spent for food materials for a given time. It is often important that a housekeeper should know what food materials are costing, whether the amount spent for meat, groceries, and dairy products is well proportioned or not. While it is not supposed that every housekeeper will do this, it is quite worth while to know how, and experience of several years' use of this method leads me to believe that it has great value, especially for the young housekeeper who does not know prices and who fails to keep standards in mind. Study of such an inventory often discloses the fact that there is carelessness in the use of some staple article or that there has been an unconscious change in standards which has raised the amount spent for foods far above the usual allowance. If such an inventory were taken only twice a year, it would be far better than to omit it entirely. The following directions are easily followed if taken in turn.

To Take a Food Inventory

Provide inventory cards and a kitchen scratch book.

Inventory cards are very convenient ruled with an inch wide space at the left for the name of the article inventoried and other information.

The rest of the card is divided into twelve columns with the names of the months printed at the top of

the columns. If the inventory is to be taken less frequently the card could be divided into fewer columns.

On the first page of the scratch book make a list of containers in use with the accurate weight of each empty container.

Under different headings make a list of all food materials.

Headings suggested:

Ice box	Store room
Vegetable closets	Dining room pantry
Kitchen closets	Ice cream salt
Pantry	

To Take the Food Inventory

1. Weigh or measure everything in stock at the beginning of the month (take the inventory for months or even weeks). Use the scratch book and keep the record under headings given above.

2. Make out a card for each article. Milk, cream, fish, meats, etc., which are likely to be all used each time they are purchased may be inventoried under their general headings, for example under MEAT — all meat not Beef, Poultry or Lamb, might be entered on one card, only four cards being necessary. Under Vegetables, all vegetables not purchased in bulk, or which are of nearly the same nature.

For example,

Greens would include
Spinach, Beet tops, Dandelions.

Salad Vegetables and Relishes:
Lettuce, Romaine, Endive, Cress, Celery, Radish.

Succulent Vegetables:
Carrots, Turnip, Beets, Parsnips, Onions, Brussel Sprouts, Salsify, Egg Plant, etc.

Potatoes: White, Sweet.

If there are likely to be left-overs each month separate cards must be provided. Or if for any reason it is desirable to keep exact information of the amount of any especial article used, a separate card should be made for it as, for example, the beef, lamb, and poultry should be kept separate, so that one can be aware of too frequent use or disproportionate expenditure for any one article. Otherwise all purchases for the month may be entered on one card: example, Milk or Cream or Fish.

3. From the record in the scratch book enter the value of the amount on hand in red ink at the head of the column for the month.

4. Each week, when the grocery bills are received, check them up with the slips received each day and enter the value of each purchase on the card designed for it in the column for that month in black ink. The cost per pound or unit of measure should be kept in the broad column at the left of the card.

At the end of the month get the total amount spent for that food and write the total in red ink directly under the last entry.

Don't forget to enter food purchased from the Petty Cash, or the food on other bills, as well as those from the regular markets, fish, butter, milk, and cream, canned fruits and vegetables.

Weigh or measure all foods left (keeping the record in the scratch book), estimate the value of each, and enter the amount on the card at the top of the next month's column, in red ink.

The difference between the amount in red figures at the head of next month's column and the total purchased for the month will be the value of the amount used.

At the bottom of the column for the current month write the value of the amount used, in red ink.

5. Arrange these cards under general groups and write an index card for each group.

Suggested headings for index cards:

Vegetables	Eggs
Canned Fruits and Vegetables	Butter
Meat	Fruits
Fish	Groceries
Milk and Cream	Ice

When all the cards are made out for each general subject, add all the red figures at the bottom of the columns of the current month and make out a statement card for the month, giving the total for each index group. Add these totals and you have the total cost for food for the month. Divide that by the number of meals served and you have the cost per meal.

Divide the total cost by four and that by the number in the family, and you have the cost per person for a week.

Make out a statement card for the month, this should read:

OCTOBER CARD

Total cost of food materials.....
Number meals served:
Family.....
Guests .....
Maids.....
Total.....
No. in family.....
Cost per week to family.....
Cost per meal.....

Notes:

1. Barrels of flour or sugar, large cans of crackers, potatoes, molasses, vinegar, olive oil, extracts, etc.,

must be estimated by getting an idea of the volume and reckoning amount used.

Example:

flour $\frac{1}{3}$ bbl. gone — $\frac{2}{3}$ left		2d month $\frac{1}{4}$ bbl. left	
$8.75 per bbl. 3)$8.75		4)$8.75	$5.84
	$2.91 used	$2.19	$2.19 left
	$5.84 left		$3.65 used

2. Spices — take off 3 cents each month (until paid for) for each kind.

3. Sugar (granulated) will be used in quite regular amounts, and after the first two months it is safe to charge up a definite amount each month. If these purchases, for any given time, suddenly jump, it should be investigated.

4. Cooked food on hand will average the same from month to month and need not be considered. The same is true of milk and ice.

5. Some contents of the ice box, as cheese, butter, bacon, olive oil, and salt pork, must be estimated each month, as amounts vary.

6. Do not attempt the impossible — food materials can all be weighed, measured, or estimated with reasonable accuracy. In making calculations as to the amount and value of foods left over, add the half cent to the amount used (what has been paid for one month need not be paid for again).

7. *The value of this inventory* — (*a*) It shows, within a few cents, exactly how much it is costing to feed your family.

(*b*) It shows from month to month what you are spending for each kind of food materials.

(*c*) Any sudden jump in these amounts at once indicates need of investigation.

(*d*) It reveals poor marketing, change in standards, advance in prices, waste, cost of hospitality, petty thefts.

If not satisfactory, expenditures can be controlled the next month.

(*e*) Costs of materials are fixed in the mind.

The inventory is of no value unless figured accurately and done understandingly.

PART II

HOUSEWORK RULES AND DIRECTIONS

INTRODUCTION

THE details of housework may be developed to fill several books. The purpose with these has been to keep them brief, to indicate different ways which are possible; but to go into no more detail than is necessary to make clear to the inexperienced worker what are the results desired, the methods, utensils, and precautions to be used, in order to accomplish the work without undue strain or the use of too much time. The ideal is given; alternatives are often suggested.

The rules for waiting on table are as simple, concise, and definite as possible. It has seemed desirable to indicate different ways of serving. A little study will show that these variations are not allowed to interfere with the definite plan which is carried through the whole set of directions. There are other books which treat in detail each method of serving and each step in dining-room work. These outlines if followed will give a smooth, dignified table service without requiring too much effort from one maid. The directions are simple and if studied separately the untrained maid should be able to follow them.

CHAPTER VII

THE CELLAR AND LAUNDRY

CELLARS should be well drained and light. Use for storage of useful things, not for clutter.

Care of the Cellar

Air the cellar daily in winter, in summer at night. The cellar is drier if the hot air of the day is shut out (the moisture does not condense).

Keep ashes in covered metal barrels.

"The air of the cellar permeates the house: one-half goes to the first floor, one-third to the second floor, one-fifth to the third floor." (*S. Maria Elliott.*)

"Decayed vegetables in the cellar weave shrouds for the upper chambers." (*Dr. F. H. Hamilton.*)

Remove at once any vegetables unfit for use.

Do not allow the cellar to collect refuse. Inspect the cellar once a week. Sweep frequently.

Give a thorough cleaning twice a year: air, sweep walls, ceilings, and one-half the floor.

Clean and move all articles to the clean side. Sweep and clean the other half.

Brush stationary articles. Let the dust settle. Brush again (use damp brush).

Wash windows, tables, and closet shelves. *Whitewash the walls.* Replace articles.

Place screens in windows.

One cleaning should be given when the coal bins are empty and the furnace not in use.

Furnace and furnace pipes should be cleaned in the Spring.

Furnace pipes may be taken down, but if left up and an occasional fire built in damp weather the house is drier.

Clear everything from the vegetable cellar at the end of the season.

Quick lime left in the cellar absorbs moisture.

A small amount may be left in metal container; too large a quantity is dangerous.

Laundry

The amount of equipment should be determined by the amount of work to be done. It is undesirable to equip an elaborate laundry if most of the work is to be done out of the house. If the mistress of the house is to do her own laundry work, it will pay her to put in all the mechanical devices which she can afford, to lighten her work. Hired workers are frequently careless with mechanical devices, knowing little and caring less about their money value.

1. If possible, plan for comfortable, efficient work.
2. Laundry work should be done out of the kitchen if possible.
3. Separation from the rest of the house is desirable; the steam and heat are kept from the other rooms.
4. Tubs, table, and ironing board should be placed at a convenient height, so the worker can stand erect (the ordinary carpenter will place them too low). It is better to have them too high than too low.
5. Tubs and ironing board should be in a good light.
6. Floor —

   Wood — not easily kept clean, roughens with use, least expense.

Tile — non-absorbent, easy to clean, expensive, hard to stand on, wears well.

Cement — may be made non-absorbent with cement paint, is easy to keep clean, durable, medium expense, hard to stand on.

(Use rubber mats for either tiled or cement floor.)

7. Stationary Equipment —

(*a*) Tubs — Two necessary, three desirable.

Should be set away from the wall in order to clean easily.

Materials for tubs:

Soapstone — medium price, absorbent, hard to care for, undesirable.

Slate — slightly more expensive, almost nonabsorbent, easy to clean, fairly desirable, has seams and is dark in color.

Porcelain and Enamel — smooth, seamless, nonabsorbent, use increasing, more expensive.

(*b*) Stoves — A two-burner gas plate may be used.

Small laundry stoves which hold a boiler or flat irons are inexpensive to run and first cost is not large; they may be connected with the hot water boiler and in the summer will save heat in the kitchen.

Do not blacken such stoves; keep them clean and dry; rub occasionally with unsalted fat, but do not use very much at any time.

8. Movable Equipment —

(*a*) Portable tubs:

Wood — poor, absorbent, if dry they drop apart, unsanitary.

Fiber — smooth, seamless, light, break easily.

Galvanized iron—good, inexpensive, fairly easy to handle, must be kept dry.

(*b*) Wash board:

Wooden — absorbent and undesirable.
Glass-covered — easy to clean and lasts well.
Zinc-covered — metal cracks or wears and tears the clothes.

(*c*) Washing machines:

Great labor and time-saving device, useful for rinsing as well as washing.
Two types:
Vacuum.
Revolving.
Expense from one to one hundred dollars up.
Best to select after trial and choose one suited to personal needs.
May be run by hand, water, or electric power.
Mechanism should be kept well oiled and the tub perfectly dry.

(*d*) Wringers:

Time, strength, and material saver.
Purchase good quality.
Use carefully.
Loosen, clean, and dry the rollers after use.
Keep the rollers covered when not in use.
Oil the bearings often.

(*e*) Boiler:

Oblong boiler all copper or with copper bottom most durable, also most expensive.
Tin boiler wears quickly, apt to rust the clothes.
Any boiler must be carefully washed and dried after use.

(*f*) Irons:

Electric iron preferable, even heat, saves steps — expensive.

Gas iron desirable when there is gas and no electricity.

Alcohol iron good in absence of the other two.

Common irons — come in different sizes, weights, and shapes.

Must be kept free from rust and very smooth.

At least three are necessary, four desirable — one heavy, three medium, one light.

Nickel-plated irons with adjustable handles do not rust.

(*g*) Mangle:

Expensive, desirable if much work is to be done in the house.

List for Laundry Equipment and Materials

EQUIPMENT	MATERIALS
Washing	
Stove	Soft water
Tubs	Soap or chips (little resin)
Pails	Ammonia
Dipper	Borax
Boiler	Salt
Washboard	Bluing
Washing machine	Starch
Wringer	
Clothes stick	
Clothes basket (one or two)	
Clothesline	
Clothespins in bag	
4-qt. saucepan	
Teakettle	
Teaspoon	
Wooden spoon	

Cup
Strainer
Sprinkler

Bleaching

2 bowls

Javelle water
Peroxide
Oxalic acid (must be used with care)

Ironing

Choice of { flatirons / electric iron / gas iron / alcohol iron }

Wax
Salt for smoothing iron
Cold starch
Soft water

Skirt board
Ironing board
Sleeve board
Mangle
Iron stand
Iron holder
Emery paper
Comb and fringe brush
Clothes horse

Method:

Sort the clothes in piles; watch for stains and necessary repairs.

Put articles of a kind together:

Table linen and fine towels.
Bed linen.
Fine lingerie and white waists, slightly soiled handkerchiefs.
Underwear.
Towels.
Colored clothes.
Woolen clothes.
Stockings.

Handkerchiefs, if used for coughs and colds, should be soaked in salt water, boiled separately one-half hour, and washed well.

White Clothes:

Remove stains.

Soak the white clothes in soapy water, overnight if possible.

Soak especially soiled clothes separately, rub soap directly on soiled places.

Rub well; wash in several waters if necessary.

Boil, rinse well, blue, and if desirable starch.

Clothes that are not well rinsed look gray and smell of soap.

Some kinds of bluing will make small rust spots on the clothes if the soap is not entirely rinsed out.

To blue clothes:

Use clean cold water and mix the bluing with the water before putting in the clothes.

Do not make clothes too blue.

Do not let clothes stand in bluing water.

To starch clothes:

Be sure the starch is free from lumps, well cooked, and hot.

Dip the wet places into the starch separately and wring them out; be sure every part is wet with the starch.

Hang away from the wind.

When raw starch is used the articles must be thoroughly dry when starched.

Rub the starch well into the fibers and squeeze between the hands. Roll in a towel for an hour before ironing.

To dry clothes:

Dry clothes out of doors if possible; they are whiter and have a fresher feeling.

Be sure the lines are clean, strong, and tight.

If they have been left out, wipe them with a clean damp cloth.

Provide clean, whole clothespins.

Hang white clothes in the sun if possible.

Very fine pieces should be hung with extra cloths for protection between the clothespin and the line, especially in the winter when they freeze and tear easily.

When the clothes are hung to dry care should be taken to let the strain of the weight come on the warp threads, especially with table linen and bed linen.

Care in hanging saves much work in ironing.

Learn to hang clothes so that wrinkles will blow out.

The sun whitens clothes; dampening with soapy solution and placing in the hot sun will usually bleach time stains. Repeat until the stain disappears.

Ironing:

The object in ironing clothes is to make them smooth and free from wrinkles.

The ironing board should be covered first with a thick pad, then with cotton tightly and smoothly stretched.

The clothes which are to be carefully ironed must be well dampened.

Sprinkle evenly with the hand or a whisk broom kept for the purpose.

If the clothes are too wet the iron will stick to starched clothes; if too dry wrinkles will not iron out.

Roll in smooth, tight rolls; straight articles, like towels, napkins, etc., may be rolled all of a kind together.

Allow to stand several hours or overnight.

Many people prefer not to iron sheets, Turkish towels, or body clothes. Sun-dried clothes have a fresh sweet smell.

If clothes are not to be ironed, stretch more carefully when hanging and fold directly from the line.

With limited time it is better to iron well the important articles and choose such material for the rest that ironing is not necessary.

Be sure the irons are clean.

Iron coarse things first; finest things, — lingerie, neckwear, and dresses — last.

Iron all pieces until dry.

Articles must be ironed straight with the thread or they will be out of shape.

Iron the thinnest part of a garment first, then the part which will muss least easily while the ironing is being finished, then the fussy parts where wrinkles will spoil the appearance of the whole.

Colored Clothes:

Try a sample first if possible.

Set the color by soaking in one gallon of water with two cups of salt or one cup white vinegar; dry before washing.

Do not soak colored clothes when washing.

Use soft water and little soap.

Wash before they are badly soiled.

Wet with cold water.

Wash with warm soapy suds.

Do not rub with soap if it can be avoided.

Squeeze between the hands.

Avoid rubbing and wringing.

Rinse in several waters and starch wrong side out; rub the starch in.

Hang in the shade wrong side out, where there is a current of air to dry quickly.

Bring in the house as soon as dry.

Dampen and allow to stand only a short time (not overnight) before ironing.

Iron on the wrong side if you desire them to look new; they will not keep clean so long.

Avoid too great heat; it may change the color.

Stockings:

Use soap for washing the feet of the stockings but not for the tops.

Wash first the right, then the wrong side.

Rinse well in fresh water (to avoid the lint from other clothing).

Pull into shape and hang wrong side out by the tops.

Flannels:

Shake well to get rid of loose dirt.

Wash one piece at a time.

Use suds made from mild soap and soft lukewarm water.

Use several waters, all the same temperature.

Rinse carefully — to the last water may be added a small amount of glycerine, $\frac{1}{2}$ teaspoon to a gallon of water, or just enough soapsuds so that the water feels smooth; this makes the wool soft.

Shake well and dry at room temperature slowly.

Pull into shape while drying.

Iron with a warm iron if at all.

Do not allow woolen materials to get very dirty before washing.

Do not rub soap on the material.

Do not change the temperature of washing and rinsing water.

Do not soak or boil or rub woolen material.

Do not twist woolen material as in wringing by hand.
Do not let flannel freeze.
Do not use too hot an iron.
Do not dry by the fire.

Silks:

Use suds of lukewarm water and mild soap.
Rub as little as possible.
Rinse well.
Squeeze (do not twist) between the hands or wring between cloth in wringer.
Roll at once in soft cloth and let stand about an hour.
Iron while damp.
Do not sprinkle.
Iron on wrong side.
Do not use too hot an iron; it yellows silk and makes it stiff.
Silk underwear should be stretched, not ironed.

To Clean the Laundry

Clean each utensil.
Put everything in its proper place.
Wash and scrub and dry the tubs.
Flush the pipes with soda water.
Oil the washing machine.
Loosen and cover the rolls of the wringer.
Cover the clothes basket from dust.
Do not store anything in the tubs.
Cover the tubs from dust.
If the cover of the ironing board is stained or burned, replace it.
Wind and bring in the clothesline.
Gather up all the clothespins and put in bag or basket provided for them.

Clean and smooth the irons and put them away in a dry place.

Never allow irons to stand on the stove when not in use.

Electric irons should be carefully covered from dampness, the cord disconnected, and put away.

CHAPTER VIII

THE KITCHEN AND KITCHEN PANTRY

Care of Kitchen and Kitchen Pantry

Daily Care:

Empty and wash small garbage can.
Sweep and dust.
Wipe, wash, or scour work tables and shelves.
Wipe or wash the floor when necessary.
Clean the range and gas stove.
Wash and scour the sinks.

Weekly Care:

Special attention to gas burners, floor, tables, refrigerator, shelves, and food containers.
Disinfection of sink, drainage pipes, and yard garbage can.

Monthly Care:

Brush the walls.
Clean under the oven of the coal stove.
General inspection to see that things are in order and clean.
Special attention to shelves and cupboards.

Seasonal Care:

Wash the walls and storage shelves and cupboards. The ideal would be to wash the walls as often as once a month; but if the dust is kept brushed off the washing can be done less frequently.

Coal Range

CHOICE

In choosing look: For a range which is plain, with little or no nickel or ornament,

For a simple, clean arrangement for removal of ashes,

For a convenient opening for cleaning the flues.

An eight-inch cover is more convenient than smaller ones, and one should be sure that the oven is the size suitable for her needs.

CONSTRUCTION AND PARTS

A metal or iron box with a smaller box at the end. Some built-in ranges have small boxes at each end.

Flues:

Both boxes are surrounded by a larger box, with air spaces, called flues, between.

Fire Box:

The small box opens at the top into the air space; and is divided horizontally by a grate.

The top part is called the fire box.

Ash Box:

The lower part is called the ash box.

Oven:

The large box, called the oven, is surrounded by air spaces on top, side, and bottom.

Water Connection and Lining:

Coils of pipe or metal front for water in fire box — other sides of fire box are usually lined with fire brick.

Chimney Damper:

A flat plate, which when shut nearly closes the space opening into the chimney — when CLOSED the heat goes round the oven and heats it; when OPEN the heat goes directly up the chimney — the fire burns more rapidly but the oven does not heat. These dampers may usually be CLOSED in 10 to 15 minutes after the fire is started.

Drafts:

Doors or slides below the fire box which, when open, allow a strong current of air to pass up through fire; this causes rapid combustion and if the chimney damper is closed the oven heats quickly. When the drafts are closed the fire burns more slowly, as most of the air is shut out.

Checks:

Slides in the small door above the fire box and in the chimney pipe which, when open, let cold air in on top of the fire, force the heat back and deaden the blaze.

Facts to Remember

1. There must be free circulation of air through the fuel — air spaces between the paper, wood, and coal.
2. Air entering the stove under the fire causes an upward draft and makes it burn faster.
3. Lack of air under the fire checks it.
4. Cold air over the fire checks it.
5. With the draft and the chimney damper open, the fire burns fiercely, the top of the stove grows very hot, but the oven is not heated.
6. Proper use of checks and drafts will control a fire.
7. Ashes in the pan when you start a fire will absorb the heat at first.
8. When the fire has burned dull red or white the coals are exhausted — burning to white heat melts the coals, makes clinkers, and injures the top of the stove.
9. Clinkers may be removed by burning oyster shells or quicklime on top of the fire.
10. If the top of the stove gets red hot, the covers will warp.

11. Shaking, packs an old fire down and stops the draft. Raking from below or turning a revolving grate removes the ashes without packing the fire.
12. Too shallow a bed of coals won't burn well.
13. Coals above the fire box lining waste heat and injure the top of the stove.
14. A hard coal fire must not be poked from the top.

Gas Range

CHOICE

The fireless cooker gas range is excellent and a money and time saver. It is still too expensive for many people.

In time its use will save the extra cost; but one must consider that the initial cost is greater than that of the cabinet or box range.

Second choice a cabinet range with ovens on a level with the eye at the side of the top cookers. There is no adequate reason for having the oven so low that one must stoop to it.

CONSTRUCTION

Oven:

The oven may be at the side, above or below the top cookers.

Usually a steel box with holes in it to allow the passage of hot air, surrounded by another or center steel case with hot air space between.

Outside of center case a steel case with air space and asbestos lining between.

This outer case also covers space below oven box, inclosing the broiling oven and burners.

Burners under the box or oven, usually with an opening and cock outside which is called pilot cock.

Broiling pan under burners.

The heat and odors carried away through chimney connection at the top of the stove.

Top Cookers:

Round burners with grates or racks above to hold the cooking utensils.

Removable pan under burners.

Burners should have an opening or valve in the pipe to admit air. This must be adjusted so that the flames will be clear.

Burners should be removable so that they can be easily cleaned.

USE AND CARE OF GAS RANGE

1. Study and learn the position of the supply pipes and burners. Be sure there is an outlet to the chimney.

2. Learn where the gas cocks are and which way to turn them to open and close. (Handles should turn to the right to shut off the supply.)

3. It is a good plan when the range is not in use to close the cock in the main pipe so that there can be no leakage from imperfectly closed cocks at the stove.

4. To light a burner, open the cock in the supply pipe, light a match and hold it away from the stove. Open the cock in the burner pipe and apply the match or taper. Do not apply the match before the cock is opened, as the gas is liable to light back in the pipe.

5. To light the oven burner, close the oven cocks tight — open the oven doors (important) — open the pilot cock and apply the match through the hole made for the purpose. Open one oven cock, then the other; when both are burning clear, close the pilot cock.

6. Gas should burn a clear blue with orange light

at the tips of the flames. If it splutters and burns yellow, it has lighted back, will not heat, will smut, and should be turned off and lighted again.

7. Light the top burners when ready to use them, the oven burners five minutes before using for broiling or toasting; five to ten minutes for baking or roasting. Reduce the heat when the oven is hot. One burner may often be turned out entirely.

8. Do not waste gas; when a small, low flame will do, use it. When water boils turn the flame as low as possible to continue boiling. Use the simmering burner whenever possible. It gives enough heat to continue cooking which has been started on the large burners.

9. Gas should burn so as to strike the bottom, not the sides of the saucepan. Place the saucepan over the center of the flame. Use saucepans of a size suitable for the burner — do not use small saucepans on large burners.

10. Turn off the gas before removing the saucepan from the stove. Never let the gas burn an instant unless in use, or to heat the oven.

Matches are cheaper than gas. A patent lighter is a good investment.

11. When the oven is hot from baking, or while broiling, place a pan filled with water in it and the water will heat without the expense of extra gas.

12. Plan to bake while the oven is in use for broiling.

13. Keep the holes in all the burners clear. If food boils over, remove the burners and clean by boiling in soda solution. Clean the iron sheet under the burners every day. A paper over the iron sheet is dangerous, as it catches fire easily.

14. Rub the range with crumpled newspaper to remove spots. Wash or scour off anything the paper

will not remove. Rub with a cloth with a few drops of kerosene to remove rust, and then with a slightly greasy cloth to blacken. Use blacking only in extreme cases, and never on the gas burners.

15. If the gas burns yellow, with a roar and bad odor, it has too much air; close the air valve. If yellow and smoky, it has too little air; open the air valve until the flame burns clear.

16. Removable burners may be boiled out in a solution of washing soda, two tablespoons of soda to a gallon of water.

17. A crown top spreads the gas, heats a larger surface, and saves gas.

18. Report a gas leak at once, and frequently, until repaired.

19. A gas plate and portable oven will do very good work at comparatively small expense. It is well to have a portable oven to use on a gas range for a small amount of baking.

Kerosene Stoves

Use and Care:

Study the stove, read the directions carefully, light, regulate, and turn out the flame several times before trying to use the stove for cooking.

Clean the Surface of the Stove Every Day. Keep the stove absolutely free from dust and bits of charred wick and food.

Clean Thoroughly, Often. Be sure that no oil gathers on the outside of the burners or flame spreaders.

Never allow the stove to burn dry.

Clean the wick according to special directions for each stove; cut off the loose ends, but do not trim the wick with scissors.

Keep the wick clean and free from charred top.
The stove should be filled every day if used.
Watch for leaks and remedy at once.
If the flame dies down when the tank is full of oil, it is because the wick is short.
The feed pipe from the tank to the burner should be drained occasionally to free it from sediment.

Fireless Cookers

May be home made; see Farmers, Bulletin No. 771, "Homemade Fireless Cookers and Their Use."
Ready-made fireless cookers — more expensive, more convenient, easier to keep clean.

Purpose:

Retention of heat in the food so that food may be cooked without the continuous application of heat.
The insulating material with which the cooker is packed prevents radiation and escape of the heat, which is thus enabled to complete the cooking of the food.

Construction:

Outside box.
Insulating material between the box and the metal lining of the container.
Cooking utensils with close-fitting covers.
Pad or cover of insulating material.
Heating stones or metal disks.

Use:

Best suited to foods which require long, slow cooking, cereals, steamed breads, stews, pot roast, vegetables, dried fruits, etc.
Baking or other quick process not so desirable.
Frying not possible.

Method of Use:

Cook the food over the fire until thoroughly heated, ten to twenty minutes.

Place in the cooker and close. Cook until done, the time according to the nature and amount of the food. (See recipes for use with Fireless Cookers.)

Extra heat may be provided by heating stone or metal disks until hissing hot and placing in the cooker under the cooking utensil.

Food may be browned by hanging such a hot disk inside the cooking utensil; but there must be no water in the utensil.

Care of Cooker:

Dry perfectly as soon as possible after the food is removed. Leave the cover ajar until ready to use again.

Never let anything drop into the cooker compartment and dent the lining.

Wash the cooker lining with hot soapsuds and scour spots with Dutch Cleanser. Dry perfectly to prevent rust.

Kitchen Sinks

Choice:

Choose the material best suited to the type of house.

Place in front of a window if possible, with a shelf or draining board each side.

The space under the sink should be open.

See that the sink is set high enough for the worker, the bottom of the sink even with the flat hand when the worker is standing erect, with arms straight down in front and the hand turned flat at right angles to the body.

Iron (not a desirable choice).

1. Rusts easily. Scrub, scour, and scald frequently.
2. A little kerosene rubbed into the iron each day keeps it in good condition.
3. If an iron sink gets rough and rusty, rub soft mutton fat inside the sink and sprinkle with powdered quicklime. Let this stand overnight, wash off with water and an old brush — swab the sink well with sal soda solution and dry thoroughly. Repeat if necessary.
4. An occasional greasing overnight is good for an iron sink. Always follow with sal soda solution to clear the grease from the pipes.

Soapstone:

1. Inexpensive, soft, absorbent, hard to clean.
2. Keep the surface oiled; scour, then oil.
3. Do not chip or break the surface.
4. Keep clean: use hot water, soap, and a brush.
5. Avoid coarse friction.

Slate:

Non-absorbent, easy to clean, very satisfactory.
Expands and contracts — may crack.
Use caution about sudden change of temperature.
Keep oiled.
Clean as for soapstone.

Porcelain lined:

Must be kept clean without hard scouring, kerosene will usually remove spots.
Chips easily and will not stand careless, hard wear.
Protect the bottom with a rubber mat.

All Porcelain:

Expensive, will break or chip — attractive, must be cleaned with soft friction or kerosene. Durable if used with care.

Use and Care of Sinks:

Keep the pipes free from bits of food.
Use a strainer in the sink.
Avoid greasy water. Wipe the grease from dishes before putting them in the dish water.
Wash the sink with *hot, soapy water* each time it is used for washing dishes, and rinse with cold water.
Scrub the sink once a day. Rinse with much cold water.
Once a week flush the pipes thoroughly with hot water, then with a strong solution of sal soda and much hot, then cold water. Use 1 pt. of sal soda to 12 qts. of boiling water. ($\frac{1}{2}$ cup of soda to 3 qts. of water for one sink.)
If the pipes are stopped, make the solution four times as strong, or use a solution of potash which makes soft soap of grease.

Process with Potash:

Dissolve a can of potash in 2 qts. of cold water.
Warm the pipes with boiling water.
Pour in the potash solution.
In half an hour, pour down much boiling water — and *rinse well.*
Avoid letting the potash touch the hands or wood.
Do not inhale the fumes of the potash.

Refrigerator

Choice:

Look for well-insulated walls with tight joints.
A possible temperature of 40–42 degrees.
Good circulation of air currents.
Smooth, easily cleaned, non-absorbent lining.
Select a size proper for your needs.
For construction of refrigerator see Kinne and Cooley

in "Foods and Household Management," pages 22–23.

Use and Care:

1. Stand in a light well-aired place. Outside conditions should not affect the inside temperature, unless the door is left open. Remember that if the door is left ajar the hot air goes into the refrigerator and raises the temperature.
2. Do not connect with the regular drain pipe unless well trapped and carefully watched.
3. May drain into a pan or a special pipe which leads out of the house and discharges at some distance on loose stones, or has a flexible end so that the direction of the discharge may be changed frequently.
4. To get the best service keep the ice chamber full of ice. The air in the box is then cold all the time and the ice melts less rapidly.
5. Do not cover the ice with paper or blanket — it prevents good circulation of air currents and raises the temperature of the refrigerator chambers. What is saved in cost of ice is lost in refrigeration.
6. The coldest, driest part of the refrigerator is the first chamber into which the air passes after cooling on the ice. Place the milk and butter in this chamber, and keep them covered.
7. Food with a strong odor should be covered and kept in the upper part of the last chamber in the air cycle.
8. Do not use the ice chamber for food; it is likely to absorb odor and the temperature is no lower than in the next compartment if the circulation is right.

9. Do not put warm food in the refrigerator; it raises the temperature and increases the ice bill.
10. Use only clean, inexpensive dishes in a refrigerator — fine china or glass break or chip.
11. Wipe the shelves at once if any food is spilled.
12. Never allow food to stay in the refrigerator long enough to spoil.
13. Watch that food does not touch the sides of the food chambers and dry on.
14. Do not allow left-overs to collect.
15. Do not put paper bags in the ice or food chambers.
16. If the lining of the refrigerator is broken have it repaired at once.
17. Whenever ice is to be put in, remove the small pieces and wipe out the ice chamber. Wash the new ice and replace the old piece.
18. Keep the shelves and walls of the food chambers clean every day. Once a week clean the whole chest and air it thoroughly.
19. Keep the doors closed tight except when absolutely in use or cleaning.
20. When using the refrigerator for the first time in a season clean it and put in ice several hours before any food is placed in the food chambers.

To Clean the Refrigerator:

Clean when the ice is low.

Remove the food and cover it from the dust.

Remove the ice and cover with newspaper to prevent melting.

Prepare hot soapy water.

Ice Chamber:

Remove the ice racks and wash and scrub thoroughly.

Scrub the ice chamber and rinse with boiling water.

Remove the waste pipe and trap if possible and scour inside and out.

Pour boiling water through it. Clean the trap and replace the pipe.

If the trap is fixed, brush or swab it out and scald with strong soda water.

Replace the racks and ice, shut the doors tight, and wipe the outside.

Scrub the drip pan and replace it.

Food Chamber:

Remove the shelves and wash and scrub with hot soapsuds.

Use a BRUSH — Rinse with hot water with ammonia in it.

Dry with a cloth and place in the open air, if possible in the sun.

Scrub the top, bottom, sides, and the inside of the door of the food chambers.

Use a skewer for corners and angles.

Rinse with hot ammonia water and wipe dry. Leave open to the air.

Wash the sill where the door closes.

Replace the shelves and food. Close the doors tight.

Disposal of Kitchen Waste

Burn all you can.

Keep the garbage separate from the other waste and in a covered can.

Empty large cans two or three times a week.

If the city collects garbage and waste, report at once any failure to collect at the usual time.

Wash and disinfect the cans every time they are emptied. A paper in the bottom makes this easier, but local laws may prevent the use of paper with garbage.

Have small garbage cans for use in the kitchen and pantry.

Empty these each day, or oftener, and wash carefully.

Dry waste should be kept in barrels and emptied by the city, or burned in proper cages.

Empty tin cans should be rinsed, to remove all traces of food; drained, to prevent possible breeding places for mosquitoes; and the covers pressed back into position so that animals will not get caught in the cans.

Ashes should be stored separately from other waste.

Use covered barrels when placing waste on the sidewalks for collection.

Consult the local laws in regard to the collection of ashes, waste, and garbage.

Washing Kitchen Dishes and Utensils

Dishes:

Wash as soon as through using them.

If this is not possible, soak in cold water all dishes which have been used for batters, milk, or eggs.

Soak other dishes in hot water.

Greasy dishes should be wiped with soft paper.

Never put grease or bits of food into dish water or into the sink.

Use a dishcloth and clean soapy water.

Wash and rinse carefully.

Wipe with clean towels.

Cooking Utensils:

Scrape.

Remove grease with soft paper.

Put washing powder, or soda and cold water into roasting and baking pans and stand on the stove to boil.
Wash with soap and water, using a cloth.
Rinse with hot water.
Dry with a towel and stand on the shelf at the back of the stove.
Never put away any utensils until perfectly dry.

Agateware:

Scour stains with sapolio or scouring powder.
Do not scrape food from agateware.
Soak well and boil if necessary.
Dry with a towel. If the towel is discolored the utensil is not clean.

Aluminum:

Use mild soap and hot water.
Do not use soda, soap powder, or ammonia; a little weak acid will brighten aluminum.
Boiling with fresh water will soak off any food.
Be careful not to bend or dent aluminum.

Ironware:

New ironware may be greased with mutton tallow and heated slowly.
If very rough let the grease remain twenty-four hours, boil half an hour in a soda solution, and grease and heat again.
Scour ironware with coarse friction soap or Bath brick.
Iron muffin pans should be cleaned with a damp cloth and only washed when absolutely necessary.
Dry ironware in the open oven or on the back of the stove.

Tinware:

If new tinware is greased slightly and warmed slowly without burning, it will not rust.

Dry tin thoroughly or it will rust.

Do not try to keep tinware bright, it wastes time and material; keep it clean and dry.

Woodenware:

Wash in hot, soapy water.

Rinse in clear, hot water.

Wipe with a dry towel, then dry in the sun or air. Fire heat is apt to crack wood.

Scour sink shelves, pastry and meat boards, and chopping bowls with sapolio, using a brush. Rinse in clear, hot water and dry.

Soap turns wood yellow.

Bowls which retain odor, should be soaked in hot soda water, 1 teaspoonful soda to 1 qt. of water.

Teakettle:

Empty and allow it to dry when not in use.

Wash every day.

Keep the outside polished and free from smoke and grease.

Tea and Coffee Pots:

Rinse in cold water.

Wash in hot water.

Scald, dry, and leave open.

Egg Beaters:

Rinse, clean, dry, and hang up as soon as through using.

Never put an egg beater to soak and never let the cogs get wet.

Bread Box:

Wash twice a week or oftener.

Empty and remove all crumbs; wash with soap and hot water.

Rinse with boiling water.

Dry and air in the sun if possible.

Milk Bottles:

Rinse at once with cold water and leave filled until ready to wash.

Wash in hot soapy water, drain and turn sidewise in a pan of clear scalding water.

Never use milk bottles for any other purpose than to hold milk.

Steel Knives:

Wash, scour with powdered Bath brick or scouring powder, using a large cork or a cut potato to scour with.

Wash again and dry at once.

Precaution:

In all scouring, whether of woods or metals, use a damp, not a wet, cloth or scouring utensil. Too much water prevents the frictional material from taking hold and the work is worse than useless.

Kitchen Tables, Shelves, and Floors

Wooden Tables:

Use hot water, sapolio, or scouring powder, a brush, and two clean cloths.

Wipe the table with a cloth wet in clear water.

Rub sapolio on the brush and scour with the grain of the wood.

Rinse with the clear water.

Wipe with the dry cloth.

Zinc Table:

Use Bath brick for scouring, brighten with weak acid.

Kerosene cleans zinc well, but is not safe when food is to be prepared on the table.

Kitchen Closets:

Remove everything from the shelves; dust and cover.

Dust the shelves with a damp cloth.

If the shelves are unfinished, scrub as for the kitchen table.

For finished wood use mild soap and rinse and dry quickly.

Wash empty jars; dry perfectly.

Wash and air the bread box.

Replace the contents of the shelves in order — the articles used most on the front of the lowest shelves.

Kitchen Floors:

Unpainted.

Sweep (using a hair brush).

Wipe up the dust.

Scrub small sections at a time.

Rinse and wipe dry.

Change the water often.

Use soda or soap and sand for grease spots.

Varnished Floor or Linoleum:

Sweep (using a hair brush).

Wipe up the dust.

Wash small sections at a time, using little water and mild soap; rinse and wipe dry.

Linoleum wears better if varnished when new and waxed lightly once a week after washing.

CHAPTER IX

THE DINING ROOM, PANTRY AND DISH WASHING

Care of Dining Room Pantry

Equipment:

Sinks or pans for washing and draining dishes.
Soap shaker.
Dishcloth and dish mop (if the worker will keep it clean).
Sink cloth.
Dish scraper.
Silver cleaning materials — brush and cloths.
Trays — for dishes.
Small garbage pail.
Keep the pantry free from scraps or crumbs of food.
Empty and wash the garbage pail after each meal.
Arrange the dishes so that those used most frequently are nearest the kitchen slide or dining room where they are to be used. Example: serving dishes which must go to the kitchen near the kitchen slide; glasses, etc., near the dining room door.
Keep the dishes in their proper places on the shelves.

Table Linen:

Keep the linen in orderly piles, all of a pattern and size together.
Doilies may be arranged in sets as they are to be placed on the table, but otherwise sizes should be sorted and kept flat.
Large doilies may be rolled, but should not be folded or rumpled.

Never use soiled or rumpled doilies on the table.

Do not tuck soiled table linen into a drawer; mice are apt to find it. It is likely to be forgotten until needed for use.

The last table linen washed should be placed at the bottom of the pile, so that the pieces will be used in turn and the wear will be even.

Remove fruit stains at once by stretching the stained part over a bowl and pouring boiling water through it from a height of eight to ten inches.

Dish Washing (*table dishes*)

Object:

To clean, dry, and polish.

Order:

(*A*) Kitchen utensils, greasy dishes, silver and china, glass.

(*B*) Glass, silver, china, greasy dishes, kitchen utensils.

A requires more water; necessitates four changes. *B*, the water is changed less frequently and is thus less sanitary.

Preparation:

Grease removed, scraps collected, wipe with soft paper.

To save Time:

Pile according to kind (at right of sink if possible).

Stand silver in cold water, kinds separate.

Arrange in order to be washed.

Have plenty of hot water and clean towels.

Utensils:

Two pans (paper or fiber pans are good).

Wire drainer or rack, ROUND, fits pan — saves hot water.

Soap-shaker.
Dish mop (not desirable unless the worker is very particular to keep it clean).
Two dishcloths.
Towels which absorb water and do not lint.
Deep saucepan for silver.

Materials:

Soap (mild) or ammonia may be used for glass and silver.
Soap powder or washing soda.
Hot water ad libitum.
Silver polish, metal polish, Bristol brick.
Dutch Cleanser, Bon Ami, or Sapolio.

Method:

Fill both pans with hot water; add soap to one, leave the other clear.
Arrange the dishes in piles at the right of the sink.
Wash each piece and dip in the pan of clear water at the left of the dishpan.
Place on edge in the drainer.
When the drainer is full place it over the second pan.
Rinse the dishes with very hot water. (It must not be boiling hot for very fine china.)
The ideal way is to have the second pan large enough so that when the drainer is placed in it the dishes are submerged for a moment in the hot water; then the drainer is raised and the dishes stand a moment to dry.
A slight polish, with a clean dish towel, is all that is then necessary before putting them away.
Failing the ideal, the next best is to pour the hot water slowly over the dishes as they stand in the drainer.
If dishes can be packed in the drainer so that they

will drain dry without wiping, it is a desirable method to follow — it saves towels and work and is more sanitary. Cups and deep dishes must be inverted in the drainer as soon as they are scalded or they will not dry.

Be sure all towels are clean and dry.

To wipe dishes hold them in the left hand with a clean dry towel between. Wipe with the other end of the towel.

Never let the hands touch the food side of a dish when wiping or putting away.

Glass:

Wash in hot water and dry at once with a fresh towel. Do not drain or rinse if you wish glass to sparkle. Do not use strong soaps.

Cut Glass:

Wash each piece separately in warm water with ammonia, rinse and dry at once.

Breakage is often due to sudden changes of temperature. Place the dish in the water sidewise.

Never rinse under the faucet.

Knives:

Hold knives in the hand and wash. Expansion and contraction from heat and water cause wooden handles to loosen and ivory to turn yellow.

Silver:

Avoid scratching (mineral soaps and scouring powder).

Wash kinds SEPARATELY. Hold a few pieces in the hand and wash.

Use hot soapy water and rinse with boiling water. Then dry and polish by rubbing with the towel.

China:

Rinse out liquids with cold water.

Wipe greasy plates with soft paper.

Wash in moderately hot water with PLENTY of mild soap (except for gold band).
Pile in a rack. Rinse and wipe.

Cautions:

Keep the water hot and clean.
Use mild, good soap.
Use a clean dishcloth.
Never use a dishcloth for any other purpose than washing dishes.
Keep one dishcloth for the finer dishes.
Boil the dishcloths frequently.
Keep the dishcloths white.
Use clean, dry towels.
If rinsing water is hot enough there will be less need for towels.
Never allow the hands to touch glass, silver, or china which you are wiping or putting away.

To Clean Silver

Wash carefully and wipe dry from scalding water and silver will not require frequent polishing.

Materials:

Silver paste, powder, or soap.
Water or alcohol or ammonia water.
Soft cloths.
Brushes.

Method:

Apply the cleanser, using a soft cloth.
Use a brush for engraved pieces.
Rub discolored spots especially.
Wash carefully in hot soapy water scald and wipe dry.
Polish with a soft flannel cloth.

Notes:

Silver is brighter if wiped directly from clean, hot, slightly soapy water. There is no taste of soap.

If preferred it may be scalded with clear water, but it will not be so bright.

Silver may be boiled in a bright aluminum pan or in a pan with several small pieces of zinc in it, or in a special silver pan, with salt and soda. These methods clean the silver but do not polish it. If accustomed to polished silver, do not expect to be satisfied with the appearance of silver cleaned in this way.

To Wash Dish Towels

Wash the dish towels at least once a day.
Wet in cold water.
Rub with soap.
Wash in hot water.
Use a small rubbing board.
Rinse well.
Wring dry, stretch smooth, and hang evenly, out of doors if possible; if not, on a rack in the air and light.
Once a week or oftener towels should be boiled.

CHAPTER X

THE DINING ROOM AND TABLE SERVICE

Care of the Dining Room

Air the room.

Dust the mantel and large plain surfaces of the furniture, so that the room shall not appear to be dusty and uncared for.

After breakfast is cleared away give the floor a thorough cleaning and when the dishes are done dust the room carefully.

After each meal leave the rugs, furniture, and floor free from crumbs, the furniture in place, and the shades even.

Table Setting

Dust the table — cover with a silence cloth or table pad.

Put on the tablecloth, folds up, the center of the cloth in the center of the table, the folds straight with the table.

If possible have flowers, a fern, or a plant in the exact center of the table.

A place plate may be laid for each person, always placing them opposite each other.

The place plate and silver are called a cover.

If serving is done by the host or hostess they may sit at the sides of the table.

If the service is by a maid the host or hostess can see their guests better from the ends.

Silver:

Lay knives, forks, and spoons, for each person, the ends of the handles ½ to 1 inch from the edge of the table, the number corresponding to the courses to be served.

The pieces to be used first placed on the outside.

The dessert silver may come with the dessert. (The table is then clear when the cloth is crumbed.)

Knives should be laid at the right of the plate, the sharp edge toward the plate.

Spoons, beside the knives, with the soup spoon outside.

Butter spreaders, on the bread and butter plate or beside the spoons.

Forks, at the left of the plate — tines up.

Dessert silver (a spoon and fork) may be laid on the dessert plate or placed at the right of the cover when the dessert is served.

Dishes and Linen:

The bread and butter plate should be placed at the end of the fork.

The tumbler at the right of the knife near the end of the blade.

The napkin folded at the left of the forks.

A carving cloth may be placed in front of the host if the carving is done at the table.

Salt and pepper should be placed where they are convenient to the most people.

Serving Dishes and Plates:

Plates and serving dishes should be warmed — not too hot.

Plates may be placed in a pile on the serving table and exchanged as the carver requires them; or, for an informal service without a maid, they may

be placed in a pile at the left of the carver, to be filled in turn.

If vegetables are to be passed by the maid, serving spoons should be in readiness on the side table.

If vegetables are to be served at the table, serving spoons should be placed on the table in front of the person who is to serve the vegetables.

The carving knife and fork should be on the side table, and placed at the right and left of the carver, with a spoon for serving dish gravy, when the roast is placed. The knife should be sharpened before the meal is announced.

General Rules:

The last thing before announcing a meal, fill the water glasses $\frac{3}{4}$ full and refill the water pitcher.

Place a butter ball or square on each bread and butter plate and see that an extra supply is at hand.

Be sure that bread is cut and covered to keep it from drying.

Serve hot food on hot dishes, cold food on cold dishes.

Have all serving dishes warm (if desirable).

Arrange all dishes in order for each course.

Have crackers ready to pass.

Place the finger bowls on the dessert plates with doilies and fill $\frac{1}{3}$ full before the meal is announced.

Arrange a small serving tray with a doily and place it on the serving table.

Use this tray for passing sugar, cream, and small dishes and for removing salt, peppers, and extra silver when clearing the table.

Have ready a clean serving napkin to use folded on the hand under hot dishes or plates.

Have ready a folded napkin and small plate for use in removing the crumbs before the dessert is served.

Questions to ask before the Meal is Announced:

Does the table need anything—Butter, water, silver, bread, dishes?
Is the serving table perfectly arranged?
Is there plenty of room on the serving table for use in emergency?
Are the chairs properly placed?
Are the doors unnecessarily open?
Are the windows right? No draughts? Shades right?
Is the temperature right?
Are the plates warm?
Are the extra dishes ready?
Are the serving spoons in place?
Are the candles lighted and long enough to burn through the meal?

Table Service

These rules are arranged for simple table service where there is only one waitress, who is also chambermaid. More formal service is frequently indicated; but is not desirable where many people are to be served by one waitress.

General Rules:

Work noiselessly.
Never pile dishes.
Do not hurry.
Have a sensible reason for everything you do.
Do not consult the hostess except in great emergency and then in a tone inaudible to other guests.
Bring in serving dishes, then food.
Remove the food, soiled china and silver, clean china and silver, and the crumbs.
Everything relating only to one course should be removed before serving another course.

Dishes which admit of choice should be passed at the left, held in the left hand and low enough so that the guests may serve themselves easily.

Dishes which do not admit of choice should be placed from the right with the right hand. Everything may be passed, placed, and removed from the left, except that drinks which are to be kept at the right side of the plate should be always placed there.

When replacing with a full plate remove the empty plate with the left hand and place the full plate with the right.

Waiting on Table:

If the first course is cold it may be on the table when the meal is announced or placed after the family is seated.

Place the soup plates on the place plates from the right, holding them in the right hand.

Crackers or bread may be placed on the bread and butter plates before the meal is announced. If passed, hold the plate in the left hand and pass to left of each guest.

To remove plates, go to the left of the guest, take the soup plate in the left hand, and pass to the right; go to the next guest and take the soup plate with the left hand (or take the soup plate and place plate in the left hand and replace with a hot serving plate).

Take the empty plates to the pantry and return for more. More formal service requires the removal of one plate at a time and also requires more people to serve.

Less formal service allows the plates to be placed on a side table and removed to the pantry while the next course is being eaten.

Bring in the hot plates and place them on the serving table.

Bring in the roast and place in front of the host.

Place carving knife and fork at the right and left of the roast.

Stand at the left and exchange the carver's place plate for a hot serving plate.

Go to the pantry for the vegetables and place on the serving table.

Take a hot plate from the pile on the serving table.

Stand at the left of the host and exchange the hot plate for the filled one.

Go to the left of the hostess and exchange the filled plate for the cold place plate.

Return to the side table and leave the place plate; take a hot plate to the left of the host and exchange for the filled plate.

If the hot plates are placed when the soup plates are removed there will be no necessity of thought in regard to the removal of cold place plates here; but the serving plates are not as hot as when placed in this way.

Serve the hostess first, then the guest at the host's right, then all on that side of the table, then the guest at the left of the host and all on that side.

When all guests are served to meat, take the potatoes or other starchy vegetable in the left hand (on a folded napkin), place a serving spoon and fork in the dish, and pass to each guest in turn at the left.

Repeat with the second vegetable. Keep the vegetables hot until ready to pass them the second time.

Gravies, relishes, etc., may be placed on the table

beside the hostess, who will serve herself and pass them on to the guests, more formal service requires that these be passed by the maid.

Pass the vegetables a second time.

When all are finished remove the roast, fold the carving cloth, and remove it.

Remove the plates as before, replacing with salad plates if salad is to be served. Place serving spoon and fork on the salad.

Pass the salad at the left of each person.

Pass crackers and replenish butter and water where they are needed.

When all are finished, remove all plates as before, also taking the bread and butter plates.

Hold a tray (with a doily on it) in the left hand and place on it all silver not used, salt and pepper, and relishes.

Avoid all NOISE.

Clear everything from the table except the glasses and nuts or bon bons and cloth.

Brush the crumbs into a small plate with a folded napkin.

Place the dessert plates (with the finger bowls, one-third full, on doilies) at each cover. The silver may be placed at the right or may be laid on the plate with the finger bowl.

Bring in the dessert and place before the hostess.

Place the serving spoon and fork.

Stand at the left of the hostess; replace the filled dessert plate with an empty one.

Go to the guest at the right of the host and exchange the filled dessert plate for the empty one.

Return to the hostess' left and repeat until all are served.

Pass cake or cookies.

Refill the water glasses — handle from the bottom, draw to the edge of the table to fill.

The coffee may be served in the dining room or in the living room.

Pass the cream and sugar on a tray.

CHAPTER XI

THE LIVING ROOM

Daily Care:

Clean the hearth and lay the new fire.

To lay a Fire in the Fireplace:

Remove or cover any loose paper or ashes.

Pack the fine wood ashes at the back under the andirons.

Arrange charred pieces of wood from the last fire at the back and brush the hearth clean.

Place crumpled paper between the andirons.

Lay three sticks of kindling across the andirons and three pieces across those, log cabin fashion, with wide spaces between. Put a good size stick of wood at the back of the kindling, a smaller stick in front of that, and a third stick on top. Leave spaces between the sticks of wood for the air and smoke to pass.

Put away magazines and newspapers and arrange tables, music, etc.

Dust large polished surfaces early, before the family are down.

Later dust the floor (use a long-handled covered bristle brush).

Clean the rugs (with a carpet sweeper).

When the dust has settled dust the furniture thoroughly.

Give special attention to the desk.

Refill the inkwell, when necessary.

Dust the blotter; change it if ink spotted.
Dust the pencil tray.
Leave papers undisturbed or in neat piles.

Care for the reading lamp:
Dust the shade and vase.
Remove the lamp to the housemaid's closet or kitchen; protect the table with several layers of newspaper.
Wash the chimney as if it were table glass, wipe perfectly dry and polish.
Fill the tank to $\frac{3}{4}$ of an inch from the top.
Turn the wick high and rub off the charred edge.
Light, to be sure it has an even edge. Do not cut the wick unless absolutely necessary.
Wipe the burner and tank carefully to remove every particle of oil and any charred bits of wick.
Do not replace the tank in the vase until you are sure there is no oil on the outside.

Throw away the faded flowers.
Change the water, on others.
Empty the waste baskets.
Straighten the rugs, shake and puff the cushions.
Put chairs in their proper places.

If the people who use a room always leave it in order work will be simplified.

Program for Thoroughly Cleaning a Room Without a Vacuum Cleaner

Roll and remove the rugs. Clean them outside the house if possible.

Clean and roll the shades. Brush the curtains and remove them or fold into bags kept for the purpose.

Dust and remove small furniture, fireplace fittings, and all hangings.

Dust and cover heavy furniture (brush upholstery).

Dust and cover pictures, mirrors, etc.

Dust the floor or carpet (open the windows if the dust will draw out).

Dust windowsashes and frames, door frames, etc. (use a soft brush for corners).

Cover a broom or brush and brush the walls and ceiling.

Brush the baseboards or rub them with an oiled cloth.

Sweep the floor with a brush covered with a slightly oiled or dampened cloth. If the floor can be wiped with a dampened or kerosene cloth it improves it.

If there is a carpet on the floor sweep well with a carpet sweeper (use a whisk broom in the corners).

Let the dust settle and

(*a*) Clean the rugs.

(*b*) Wash the windows.

(*c*) Clean the andirons and fender.

(*d*) Wash ornaments and globes of lighting fixtures.

Dust the woodwork.

Clean spots on paint or woodwork and wash the hearth of the fireplace.

Wipe the carpet or large rug with cloth wrung from water and ammonia.

Replace rugs, hangings, and small furniture.

Remove cloths from furniture and polish the woodwork.

Draw the shades even; close and lock the windows.

Clean and dry all cloths and utensils and put everything in its proper place.

To Clean a Room With a Vacuum Cleaner

Clean and roll small rugs.

Clean and roll the window shades.

Clean the wall surfaces (if there is no attachment for the purpose, use a covered brush as above).

Clean all upholstery and fabrics with special attachment.

Clean the large rug.

Dust or wash all bric-a-brac and the globes of lighting fixtures.

Dust all of the woodwork with an oiled or dampened cloth.

Wipe the floors with oiled or dampened cloth.

Wipe the rugs with a cloth wrung from ammonia water.

Wash the windows.

Clean spots on paint and woodwork and wash the hearth.

Put the room in order.

Clean and dry all cloths and utensils and put them in their proper places.

Notes

If the room has a fireplace, clean and brush the the hearth before the room is swept. Never brush dust into a fireplace. Wash the hearth later.

If there are registers raise them before sweeping, brush on a large paper, and wipe the pipe below. Cover the opening with newspaper and replace the register upside down. Remove the paper when the room is clean.

If there are radiators, clean with a radiator brush and dust with an oiled cloth.

Rugs and draperies should be hung over lines out of doors, or laid flat, and brushed well on each side. A light beater may be used on very firm heavy rugs but never a heavy beater. Do not shake nice rugs; it snaps them and breaks the edges.

Upholstered furniture should be well brushed, whipped occasionally in the open air, and then brushed vigorously.

To Clean Furniture

1. *Highly Polished Surfaces, Piano or Desk:*
   - Utensils and materials —
     - Provide oil (boiled linseed), 2 basins, ivory soap, warm water, soft cloths, soft brush.
   - Method:
     - Examine for breaks in finish.
       - Cover cracks with oil; soak five or ten minutes.
       - Rub off excess of oil.
     - Wash a SMALL portion at a time.
       - Moisten a cloth — rub on ivory soap.
       - Use circular motion.
       - Rub hard and briskly.
       - Rinse with clean water and a clean cloth.
       - Rub at once with a DRY cloth, until absolutely dry.
       - Repeat till the whole surface is cleaned, then polish the whole surface.
2. *Spots:*
   - Finger marks — use warm water, a little soap, whiting for friction.
   - Pencils mark — erase with a rubber. Use bread crust for wall paper.
   - Match scratches — soft friction, whiting or salt.
   - Fly specks — soapy water.
   - Grease — absorb quickly with starch, soft cloth, or blotter. Wash with weak ammonia water.
   - Alkali — use oil at once.
3. *Stains on Wood:*
   - Alcohol dissolves shellac. Use oil (sweet oil) at once.

Heat, — rub in linseed oil and polish.
Ink, — dissolve if possible.
Absorb with blotter.
Use oxalic acid on unfinished wood.
Scrape if dry.
Soak from finished wood.
Rub with turpentine cloth, polish.

To Polish Furniture

Use:

Equal parts of linseed oil and turpentine.

Method:

Rub on all the wood will absorb.
Rub off surplus with a clean cloth.
Rub DRY and polish with a chamois or a soft woolen cloth without lint.
Test for dryness, — clean dry finger leaves no track.

To Clean Copper and Brass

Materials:

Acids, vinegar, oxalic acid, butter, milk, lemon, etc.
Whiting.
Rottenstone and sweet oil.
Commercial pastes.

Methods:

1. Clean with acid, follow by rubbing with whiting, wash carefully and dry. This gives a light finish, is quickly done; but all the acid must be removed or the metal will be quickly corroded again.
2. Moisten rottenstone with sweet oil, apply with a soft cloth, and rub vigorously. Polish with flannel or chamois. Rub with dry whiting or tripoli. This gives a richer deeper finish than when acid is used.

Nickel:

Clean with silver paste or whiting and alcohol.
Wash always in hot, soapy water and dry at once.
Do not let nickel stand when steam can condense on it.

CHAPTER XII

THE CHAMBERS AND BED MAKING

Chamber Work

Aim:

Health; cleanliness of air and clothing.

Comfort of occupant, obtained by—

1. Circulation of air in room.
2. Sunlight.
3. Airing of bed.
4. Sanitary utensils.
5. Removal of waste.
6. Care of utensils.

Methods:

1. To air the room.
   Open the windows top and bottom.
   Open doors for cross ventilation (heat downstairs to be considered).
   Open the closet door.
   Time—as soon as possible, as long as possible.
2. To obtain sunlight:
   Leave the shades high in the windows.
   (It is desirable that all the shades on one floor should be raised to the same height, so that the house looks well from the outside. The windows of bedrooms should not be covered by heavy curtains or closely drawn shades.)
3. To air the bed.
   Consider time, service, number of beds.

(*a*) Ideal. Remove all clothing separately.
Place on chairs.
Do not allow them to touch the floor.
Run the hands inside the pillowcases.
Stand the pillow on end.
Lift the mattress and prop (free circulation of air).
Turn the mattress each day.

(*b*) Turn back all the clothing separately over the footboard and a chair.
Lift the edge of the mattress and prop.
Shake the pillow and stand it by the window.
Turn the mattress often.

4. Sanitary utensils:
   Beds without cracks and with few or no ridges.
   Smooth, varnished inside finish of commode.
   Uncracked surface of crockery.
5. Removal of waste:
   Early attention, before the room is aired if possible.
   Utensils for cleaning:
      Two pails, one for waste, one for water.
      Brush.
      Three cloths, cleaning, drying.
      Soap, ammonia.
      Utensils for sweeping and dusting.
   Method, important.
      Empty the toilet utensils, waste water first, then toilet water.
      Rinse with cold water.
      Wash thoroughly with soap and hot water, scouring when necessary.
      Dry.

Clean the covers.

USE SEPARATE CLOTHS FOR EACH KIND OF UTENSIL — NOT TOWELS OR FACE CLOTHS

6. Care of utensils:

Order — cleanest first.

Drinking water pitcher and glass, tooth brush mug and holder, large water pitcher, soap dish, bowl, jars and covers.

Care —

Water pitcher — empty, wash and refill every day or as often as time and service allow.

Jars —

Protect floors under jars when emptying and cleaning, wash carefully, rinse and dry the outside, scouring as often as time and service allow. Watch inside finish for cracks.

Leave covers off or on — not ajar (breakage).

Daily Care of Bedrooms:

Order of work:

Open beds — dispose of waste — air room — clean utensils — put away everything which is out of place — make beds — let dust settle — dust (according to time and service available).

Arrange the room —

All articles in exact order.

Consider preference of occupant.

Each day in the same way.

Do not change arrangement of furniture without consulting or explaining to occupant.

Leave windows open, or closed and locked.

Straighten the rugs.

Adjust shades and curtains.

See that pictures hang evenly.

See that match boxes are full.

See that towels are in place.

Close the closet door, bureau drawers, and all boxes.

Bed Making

Mattress:

Cover under side to protect it from the springs.

Box cover efficient; hard to launder and put on.

Straight covers, tied at the ends and side, easy to launder, easily fitted.

Sheets:

Size — length of mattress plus twice its depth plus ½ yard to 1 yard, plus hems and shrinkage.

108 inches none too long.

Hem alike top and bottom, wear more evenly, confusing.

Hems wider at top than bottom, uneven wear, more hygienic.

Blankets:

Single preferable, wear better, ease in handling and laundering.

To Make Beds

Method:

Turn the mattress end for end one day and over sidewise the next.

Straighten the mattress.

Spread with pad (warmth and comfort).

Spread the bottom sheet.

Center of sheet in the center of the bed.

Fold under the mattress at the head.

Stretch and tuck way under at the foot of the bed.

Stretch at the sides and make square corners at the top and bottom.

Tuck in the sides, stretching tight.

Do not draw the weave out of a straight line.

Spread the top sheet with the hem a few inches above the top of the mattress.

Tuck at the foot, way under the mattress.

Blankets:

Spread separately, top 9 inches from the top of mattress.

Tuck in at the foot.

Make square corners at the foot with the top sheet and all the blankets.

Turn down the top sheet to protect the tops of the blankets.

Stretch and tuck under the sides.

If the blankets are double place the fold at the foot.

A thin cover over the blankets keeps them clean at night. (A short sheet makes a good cover.)

Spread:

Place evenly on the bed.

Arrange the foot and sides according to the style of bed and spread.

STRETCH smooth; do not pat or smooth with hands.

Diagonal corners may be made at the foot.

Pillows:

Place in the covers with the corners even.

Never hold a pillow in the teeth or under the chin.

Hold on the knee.

Press the pillow round or flat as preferred.

If flat, press on a table and stand as near upright as possible, with the SEAM HIDDEN at the bottom.

Extra Cover:

Fold plainly at foot of the bed.

To Prepare a Bed for the Night

This must be done nicely or the room has a very unattractive appearance.

Remove the pillows and spread.

Fold the spread in the creases and put aside in a clean place.

Turn the clothes back to the middle of the bed from the corner and turn the corner underneath again, or turn down the sheet and blanket evenly about a foot below the pillows and clear across the bed.

Untuck the clothes halfway down.

Replace pillows flat and smooth.

Arrange the extra cover on the foot of the bed, folded accordion fashion, so that the loose edge at the top can easily be pulled up on to the bed at any time in the night.

Fold the nightdress and wrapper on the foot of the bed; place the slippers on the floor by the side of the bed.

If the washstand has been used, make it neat again; empty the jars and refill the pitcher.

Draw the shades.

Guest Room

Conveniences for the Guest Room:

Pins.
Sewing materials.
Night light.
Table at the head of the bed.
Books, stationery, ink and pens.
Waste paper basket.
Trunk rack.

Closet:

Handkerchief bag.
Clothes bag.
Rack for shoes.

Coat hangers.
Wrapper.

Attentions to Guest:

Fresh flowers.
Fire laid.
Bureau drawers empty.
Closets empty.
All personal articles removed.
Bed opened.
COLD drinking water at night (covered).
Gas lighted before bed time.
Fire lighted in A.M.
Fresh (hot) water in A.M.

Problems for Consideration if Time or Service are Lacking

How much time does chamber work take?
One room?
Whole house?
Difference in time to make single or double beds?
Difference in time if clothes are taken off the bed or left tucked in at the foot?
Extra time for opening beds at night?
Extra time for folding quilt at foot?
Consider time, strength, and sanitation.
Which process may be eliminated if time and strength forbid the ideal, and yet keep methods sanitary?
Balance sanitation with overtaxed strength, with overfull hours.
What shall you omit?
Remember speeding is impossible for prolonged work.
One bed may be made in four minutes when twenty minutes would be long enough for five beds.
The time allowed should be for continuous, steady work — no hurry, no lagging.

CHAPTER XIII

THE BATHROOM AND STORAGE CLOSETS

Care of the Bathroom

Daily:

Wash and dry all fixtures, tumblers, etc.
Wash and dry the soapdishes, rinse the soap.
Dust the floor, woodwork, and shelves.
Straighten the towels and washcloths.
Replenish toilet paper before it is necessary.
Change towels at regular times or when there is special need.
Put in clean towels before removing the soiled ones; then if they are forgotten no one is inconvenienced.

Weekly or oftener:

Wash and scour all fixtures.
Give special attention to the chain and stopper of the bowl and tub.
Flush and clean the overflow pipes.
Use potash or sal soda solution in the toilet, tub, and bowl. (See note, page 213.)
Polish the nickel fixtures.

To Clean Bath-Room Fixtures

Porcelain tub and bowl: not a natural surface, avoid scratching, chipping, cracking, sudden sharp changes of temperature.

Materials:

Naphtha soap, ivory soap, bon ami, whiting (insoluble, rinse pipes well).

Kerosene, bicarbonate of soda.
For yellow stains hydrochloric acid.

Method:

Use little water.
Rub naphtha soap on a cleaning cloth (try kerosene if naphtha soap proves ineffective).
Scrub the inside of the tub, especially the water line.
Rinse and dry.
Polish the fixtures with whiting or bon ami.

Toilet

Materials:

Bag and curved brush or tongs and soap paper. scouring powder, soap powder, hydrochloric acid for yellow stains, commercial cleaners are frequently good. Sulpho naphthol or lysol.

Precautions:

Scald bag and brush or tongs after use. Dry in the sunshine. Be careful not to burn the hands with hydrochloric acid.

Process:

Flush the bowl. Add strong soap powder solution. Stand ten to twenty minutes. Scour and scrub with the brush. Wash with suds and flush. Wash inside and out with hot suds and a cloth. Use hydrochloric acid for stains in the bottom of the toilet. Dip out the water and rub the stains with a cloth wet with scouring powder and hydrochloric acid. Flush carefully. Put sulpho naphthol in the bowl and stand. Clean and oil the handle of the flush. Wipe all woodwork with a cloth with sulpho naphthol. Dry thoroughly and oil. Dry the bowl outside. Flush. (The sulpho naphthol may not disinfect, but it does insure a fresh odor.)

Plumbing. Personal Responsibility

1. No refuse not easily soluble should reach the pipes; this includes hair, lint, flowers, rags, matches, newspapers, and any other solids not easily divided by water.
2. Careful, complete flushing of the toilet; this should be not only an automatic act, but with assurance of completion. Flushing before use wets the sides of the hopper and helps in the complete removal of solid material.
3. Clear water rinsing of all bowls after use; leaves the trap free from soiled water and prevents the odor of stale soap.
4. No grease allowed to reach any pipes.

Storage Closets

Housemaid's Closet:

Should contain only cleaning materials and utensils.

Utensils should be clean and dry when put away.

Brooms and brushes should hang by the handle.

Waxed or oiled cloths should be shut in tight tin boxes.

Keep turpentine, kerosene, naphtha and other liquids in tightly stoppered bottles.

Bottles labeled and kept clean.

Soap and powders kept in dishes or jars.

Waste paper should be emptied into the paper can, never left in the closet.

Carpet sweepers cleaned, vacuum cleaners cleaned and kept in the same closet with the attachments.

Food Storage:

Vegetable bins or boxes, sugar and flour barrels, raised from the floor; preferably on swinging bases (easily cleaned, easily reached).

Dry groceries stored in glass jars, crackers in tin cans.
Nothing open or left about for mice.
Nothing but food materials kept on food shelves.
Everything possible labeled plainly.
Dry foods should be kept dry and covered.
Moist foods should not be stored unless canned or bottled.

Linen Closets:

Linen should be piled on shelves with all edges even.
Articles of one kind and quality kept together.
Articles of the same group near each other; example: sheets, pillowcases, mattress covers, mattress pads, spreads, and bureau covers, are all used together and should be grouped on near-by shelves. Face towels, washcloths, and bath towels should be grouped together.
When returned from the laundry linen should be examined for necessary repairs and breaks should be mended before the linen is put away.
Clean linen should be put at the bottom of the piles to insure even wear.
If bed linen is marked with the date when it is put into use, it is easier to judge whether it is wearing satisfactorily.
The shelves of a linen closet should be cleaned and wiped with turpentine occasionally. (Keep fire or lighted lamps away from turpentine.)
If blankets are stored with linen, they should be perfectly clean, wrapped in paper, inclosed in cotton bags, and marked plainly.
Extra comforters and down puffs should be cleaned and stored in chests or drawers in cotton bags.

Clothes Closets:

A pole through the center of the closet is preferable to side hooks.

Put all clothing on hangers.

Fine materials should be covered with protecting bags to keep out dust.

Woolen clothes not in constant use should be cleaned and tied up in cotton bags.

Hang the same kind of clothing together.

Don't hang colored street clothes next to delicate house gowns; protect the latter with covers.

Street clothes should be brushed before hanging in the closet.

Waists or coats should be aired before hanging.

Nothing damp should ever be put in a clothes closet.

Soiled clothes removed as soon as possible.

Shoes, etc., kept on a rack or in a shoe bag.

Hats kept in boxes on shelves.

The floors should be swept when the adjoining room is cleaned.

Clothes Storage:

Everything cleaned, wrapped in newspaper, put in boxes or bags, plainly labeled.

A closet directory in card catalogue form is an easy way to find articles put away for a season.

When cleaning wipe all floors and shelves with turpentine. (Keep fire or flame away from turpentine.)

China Closets:

Arrange the finest china and glass ware on the highest shelves.

Cut glass should not be piled.

Tall articles never placed in front of lower ones.

Pile securely or not at all.

Protect finest plates from each other with circles of Canton flannel.

Keep large silver pieces in colored Canton flannel bags.

Medicine Closets:

Place medicines oftenest used on the front of the shelves.

Those seldom used, at the back.

Tie toy bells on the necks of bottles of poison and place them on the top shelf.

If children can reach them remove to a locked cupboard.

Make a list of the contents of the closet, giving the use (and antidote if poison), and fasten to the inside of the door.

Empty bottles of special medicine when the need for their use is over.

Do not keep drugs over a year unless sure they do not deteriorate.

Wash and put away empty bottles.

Keep a small supply of corks of assorted sizes and a small corkscrew in the closet.

Sewing Closet:

A sewing closet should have at least three drawers and four shelves; more if possible.

Arrange the work basket and extra sewing supplies on the broad shelf on top of the drawers.

Mending on the shelf above.

Partly finished and new work on the next shelf.

Fold all patterns nicely and file in a pasteboard letter file on the supply shelf.

Use the top drawer for new materials.

The middle drawer for white pieces, the bottom drawer for colored pieces, of materials still in use or usable.

Keep the pieces well sorted.

A fourth drawer for woolen and silk pieces is a great convenience.

Watch woolen pieces for moths.

A supply bag with small pockets, or a piece bag, may be fastened to the inside of the door, if shelf or drawer room is lacking.

A sewing closet should be kept in order from day to day.

CHAPTER XIV

GENERAL CLEANING — SWEEPING, DUSTING

Cleaning

Cleaning is the removal of dirt — not changing its place.

Sources of Dirt:

Cellar — poorly ventilated, furnace dust.
Kitchen — steam, greasy vapors, dust from fuel.
Bathroom — steam.
Laundry — steam.
Bedrooms — dust from clothing, fluff from clothing and bedding.
Finger marks.
Handling.
Clothing.
Street sand — on shoes and skirts, or blown in by the wind.
Removal must be without injury to surfaces.

Methods of Removal:

Sweeping, — removal of loose, coarse dirt, litter, and sand.
Dusting, — removal of fine dirt, called dust.
"Cleaning," — removal of dirt which has been moist and dried; example, spots or dust streaks on paint.

Sweeping

To partially prevent the need for sweeping:

Remove dirt from the shoes and skirts outside of the house.

Eliminate fabrics (fluff).
Pick up litter.

Purpose:

To gather and remove all coarse dirt and as much dust as possible.

Aim:

To accomplish with as little distribution of dust as possible.

Choice, Care, and Use of Utensils for Sweeping

Clean all utensils before putting them away.

Long-handled Bristle Brush:

Buy good quality, firm tufts of bristles.
Expensive first cost, but wears well.
Takes up more dust and its use is more sanitary than a broom.
Push away from the sweeper.
Use both sides of the brush evenly. (The handle should change sides.)
Always hang free from the floor.

Short-handled Bristle Brush:

Choose as for other bristle brushes.
Always hang by handle.
Clean the bristles thoroughly after use.
To clean Bristle Brushes:
Shake out the dust, pick off hairs, lint, threads, etc.
Wash occasionally in warm ammonia water and rinse in clear cold water.

Dustpan:

Long or short handled. The edge should be sharp, straight, and thin.
Long-handled pan with a child's broom is desirable

to take up litter, as it saves the back and does not scatter dust.

Keep the pan clean.

Carpet sweepers:

Choose one with a removable brush with short bristles, set in tufts for spiral action.

The brush should be set to extend below the pans.

The dustpans should open easily with springs at each side.

The interior should be smooth, preferably shellacked or painted.

The handle should swing so that the sweeper may be pushed either way.

To use:

Push with the warp and draw back on the carpet.

Use short, overlapping strokes with the woof.

Use without heavy pressure.

To clean the sweeper:

Empty the pans into a damp newspaper.

Remove hairs and threads from the brush with a buttonhook or scissors.

Remove the brush occasionally and wash or clean it.

Oil (with one drop of oil).

Advantages:

Does not scatter dust *if kept clean.*

Does not wear the carpet.

Disadvantages:

Does not reach corners or edges of carpet.

Careless use mars furniture and mopboards.

Vacuum Sweepers or Cleaners:

The safest, easiest, and most sanitary way to remove dust.

Various makes and prices.

Most of them effective.

Must be carefully cleaned after use. Follow directions for cleaning with each utensil.

Choose one which will take fine litter as well as dust, if possible.

Dry Mops:

Fine dust gatherers.

Hard to clean, hence unsanitary.

Mop Handle:

String mop
Woven mop } are all easily cleaned and renewed.
Oiled mop

Objections: careless use mars woodwork, less easy to use than dry mop.

Broom:

Convenient, often desirable if covered, for dusting walls.

Should not be used for sweeping floors; it scatters the dust.

Select a broom light in weight and not too stiff, with many branchlets, few seed vessels or hard stalks, four rows of stitching, copper wire and tacks.

To clean:

Shake or wash out the dust.

Boil occasionally; do not wet above the stitching.

Hang free from the floor.

Use both sides.

Methods of Sweeping

Floor or Linoleum:

Cover the long-handled bristle brush with a slightly DAMP or oiled bag or square of cheese cloth.

Sweep from you, using pressure to take up the dust.

Keep the brush on the floor at the end of the stroke; raising the brush makes the dust fly.

Carpet:

Pick up all litter.

Wipe with a damp cloth on the brush.

Sweep the edges and corners with a whisk broom.

Use the carpet sweeper thoroughly.

Wipe with a cloth dampened with ammonia and water.

Position for Sweeping:

Body erect, head up, mouth closed.

To dispose of the Dirt:

Dampen a newspaper with a straight edge, place the edge smoothly on the sharp straight edge of the dustpan. Tuck in the wet corners at the top, brush the dirt onto the paper, fold the dirt into the paper, and burn.

Use a soft bristle brush, as a whisk snaps the dust.

Position for taking up Dirt:

Back straight, bend the body at the knees and hips.

Turn the face away from the dust as much as possible.

Windows should be opened, if the wind will carry the dust out; closed if the wind blows in. Closed if there is contagious disease.

Dangers from Sweeping:

To other people — from scattered dust.

To the sweeper — breathing disease germs into the lungs. Abrasions infected.

Care of a Waxed Floor

Daily:

Sweep with a soft hair brush.

Rub or wipe with a covered brush.

Weekly:

Rub all spots with kerosene (rewax if necessary).

Polish with a weighted brush, covered with carpeting for the final polish.

Seasonal:

Clean, — use a commercial cleaner, or Miss Parloa's Encaustic No. 2 or turpentine or wash with soap and water.

DRY, REWAX, and polish.

Replace wear with new wax and keep the wax smooth.

Utensils:

Woolen cloths, cotton waste.

BRISTLE BRUSH, weighted brush, carpeting.

TO OIL OR WAX FLOORS

To oil or rewax:

Preparation —

Free the floors from dust.

Free the room from dust.

Clean the floor and free it from spots.

Dry perfectly.

Apply oil or wax with circular motion.

Polish with the grain of the wood.

Care of Utensils:

Waxed or oiled CLOTHS should be washed in soda solution and rinsed thoroughly.

Stored in tight can when DRY.

Weighted brush should be covered when put away.

STAND on the side of the weight when not in use.

COVER with carpeting or a heavy woolen cloth if used on an oiled floor.

Remove the brush from the weight to wash it.

Wash in strong tepid ammonia water. Soak $\frac{1}{2}$ hour. Rinse.

Wipe dry as possible.

Dry thoroughly before putting into the weight again.

Care of Linoleum

Sweep with a bristle brush.

Wipe with damp cloth.

Use a small amount of soap if necessary.

Do not scrub with a brush.

Once a week wipe with a cloth wet with part turpentine or kerosene, 1 part boiled linseed oil.

Varnished when new and waxed lightly every week, linoleum wears much longer.

Dusting

Dust:

There are many kinds, always light enough to be raised and wafted by the wind.

1. Readily visible — settles quickly.
   Source:
   Street dust, fragments of sand, broken fibers of plants, etc., fine hairs, ashes, wool fibers, lime, soot, micro-organisms, pulverized excreta.
2. Invisible except when illuminated, heaviest part settles.
   Source:
   Decaying plants, vegetables, animal substances, dried sputum, etc.
   Contains micro-organisms which thrive on moist surfaces, destroy organic matter, do not leave moist surfaces, become detached when dry, attach to other dust and settle.

Aim:

The health of the occupants.

The appearance of the house.

To attain health, prevention of dust is desirable.

Accomplished by the use of;

1. Smooth surfaces, few grooves, not carved.
2. Sanitary furnishing (heavy draperies and upholstered furniture store dust).
3. Preventive measures — sunlight, fresh air, soap, and water.

Sources of infection are —

Dust-laden air.

Contact.

Dust settling on food.

Purpose:

Dusting should result in the removal of dirt from the house without injury to person dusting or articles dusted, and without inconvenience to the occupants of the house.

A dusted house is cleaner than a swept one.

Dust once and then stop. Do not keep stirring the dust into the air.

Still air clears itself in time, the weight of the dust is sufficient to carry it down.

The excess of labor comes in dusting small articles, — therefore, eliminate useless articles, keep the floors well dusted, and dust cannot rise to settle on other articles.

The ideal is not always possible. Perfect dusting every day is impossible and choice is often necessary.

Still dust untouched is harmless.

1. Dust first the places where air currents will move the dust — window sills and shades, etc.
2. Places where there is personal contact — arms of chairs.
3. Where dust may injure article — (highly polished surfaces).
4. Storage places where insects may hide.

5. Where dust interferes with purpose of articles — window panes, electric light globes, etc.
6. Where the appearance is affected — the surface of the piano, the rockers of a chair, etc.

UTENSILS FOR DUSTING

Cheesecloth — cheap, easily cleaned, quickly dried.
Patent dusters — expensive, not so easily cleaned.
Lambs wool — hard to touch small parts of furniture, expensive, hard to clean.
Chamois — expensive, easily spoiled.

Cloths:

Oiled or dampened.
Use damp, not wet.
To dampen — wet one half and wring, fold in the dry half and wring again.

To oil Cloths:

Turn the bottle against the cloth several times, fold and wring.
Use kerosene — it is cheap, white, and ready at hand; has a disagreeable odor; but evaporates quickly.

METHODS FOR DUSTING

Floors:

Catch the most dust. Level easiest to dust.
If well dusted, save dust on other things.
Dust most often disturbed as we walk.
Special Utensils:
Covered brush — cloth, fitted bag, or oiled mop.
Covered broom — square of cheesecloth or bag of cotton flannel.
Cloth in hand: effective, simple, hardest to use.
Dry mops: hard to clean.
Lambs wool dusters: expensive, hard to clean.

Process: push the brush over the floor with a long slow stroke from you. Do not shake the brush from the window. Pick off hairs and fluff and wash the cloth.

Furniture:

Oiled cloths benefit leather, wood, and metal.

Damp cloths are best for painted surfaces.

Wet cloths damage everything, unless the surface is absolutely DRIED after use.

Soiled dusters are apt to scratch finish.

Process:

Wipe off the dust with a clean cloth, fold in the soiled portion.

Wash the soiled duster, do not shake the dust into the air.

Study:

Physical effect of the process: the position of the body.

The parts to be dusted: methods of reaching each part.

If pressed for time, choose; dust — 1. points of contact; 2. horizontal surfaces; 3. all surfaces.

Books:

To aid in dusting arrange as to height. Use an oiled or *damp cloth* (there must be no water left in the cloth).

Methods:

On the shelves — tip back a handful, dust from the binding to the edge.

Whole book — work at a window, use both hands, thumbs up, fingers placed to protect the binding at the back, open in different places, clap together, hold in one hand, and snap the leaves.

Gilt or rough edges, BLOW from the back into a damp cloth.

Wipe the book all over.

Pictures:

Use a cloth to protect the frame and glass.

Steady with the left hand.

Wipe the frame, then the glass.

Care should be taken not to streak the glass.

Use a small pointed brush to get the dust from carved frames.

Cleaning

Aim:

The removal of dirt which has dried.

Must be moistened, softened, and rubbed off.

Requires something to dissolve the dirt.

General Rules:

Remove spots from paint as soon as they are discovered.

It is much easier to keep paint clean if one does not wait for general cleaning days.

Always take the dry dust from paint before cleaning, otherwise it makes the paint streaked and muddy and it is much harder to clean.

Materials for General Use:

Chamois or domet flannel.

Soft cloths (flannel, cheese cloth, crash, old cotton, not linty).

Skewers.

Scrubbing brushes, soft and stiff.

Pail and basins.

Oils — kerosene, boiled linseed, sweet oil.

Soap — frictional and cleaning (not too strong).

Borax, ammonia, turpentine, tripoli, whiting, scouring powder, beeswax.

Care of Cleaning Utensils:

To clean chamois:

Wash in gasolene, or soak in tepid water with ivory soap or two tablespoons of ammonia to one quart of water.

Squeeze; do not rub hard.

Use a brush with gentle rubbing for stains.

Wipe off the *dirt.*

Rinse many times, reduce the ammonia each time.

Squeeze and pull into shape.

Dry in a medium temperature.

Stretch and pull gently until soft.

To wash dusters or cleaning cloths:

Rinse well and rub naphtha soap all over them; roll and stand in a little cold water one-half hour.

Rub spots until clean, rinse in cool water until free from soap, and hang (out of doors if possible) to dry.

To wash oiled or waxed cloths:

Use woolen cloths for waxing, oiling, or polishing. Do not throw them away — when really dirty, cleanse them.

Dissolve $\frac{1}{4}$ cup washing soda in one gallon of boiling water.

Soak the cloths in this one hour, stirring them with a stick several times.

Add a gallon of boiling water and work the cloths about with the stick several minutes.

Drain, add soapsuds, and work again.

Rinse in clear hot water and then in two quarts of warm water with a tablespoonful of linseed oil in it.

Squeeze out the water and hang to dry without wringing.

To clean scrubbing brushes:

Rinse well and remove all threads, lint, etc.

Rinse in clean water and stand to dry on the side so the water will not settle into the wood.

Do not shut them up in a box or closet until dry.

General Method:

Use a circular motion for cleaning.

Rub with the grain to dry.

Always wipe with a *damp* cloth.

(Scour with frictional material.)

Wash, rinse, wipe dry.

Avoid — Too much water.
Dirty water.
Leaving wood wet.
Leaving corners wet.
Water and dirt in cracks.

Cleaning Woods

Unfinished Wood:

Requires actual scouring to remove dirt from pores.

Special Materials.

Small amount of liquid.

Frictional material, no soap.

(Acids lighten the color, alkalies darken wood.)

Stiff brush.

Method:

Wipe with a damp cloth.

Scrub with a circular motion, to scour.

Wash and rinse.

Dry with grain of the wood.

To remove stains:

Caused by rain, melting frost, flower pots, use oil or turpentine; if oak wood, use oxalic acid.

Caused by soot, which is greasy and insoluble in water, cover with dry oatmeal or sawdust, brush up, then use soap and water.

Finished Wood:

The surface finish must not be broken, no scouring possible.

Materials:

Soft cloth.
Oil.
Weak soap suds (must not dry on).
Borax.

Method:

Clean only small portions at a time.
Do not use too much liquid.
Dry perfectly — AT ONCE.

Enameled Woods:

Materials:

Hot water, weak ammonia, mild soap.

Method:

As for finished wood.

Stained Wood:

Materials:

Oiled cloth, slightly damp.

Method:

Rub the surface hard.

Shellac or Varnish:

Materials:

Avoid — alcohol, water, alkali (soda and ammonia).
Use — kerosene, with powdered tripoli for spots.

Method:

Use very light pressure.
Dry perfectly.

Natural Wood:

Materials:

Turpentine for spots, oil for gloss.
Paraffin oil and turpentine once a year.
If dry and cracked, use boiled linseed oil once in two weeks till the color is restored.
When sun or great heat dries out finish, use frequent applications of boiled linseed oil, well rubbed in. Example, outside doors several times a year.

Method:

Remove spots.
Rub in the oil and turpentine and stand.
Rub well until dry.

Paint (colored paint wears off more quickly than white).

Materials:

Soft cloths.
Flannel for utensils and rubbing.
Old knit underwear for rinsing and drying.
Skewers for corners.
Soap mild (strong soap turns white paint yellow in time).
Fine frictional material, whiting, or Dutch Cleanser.
Kerosene is very good; but used too often will turn white paint yellow.
Warm, clear water.
Two basins.

Methods:

Wet a cloth in clean soapy water and wring nearly dry.
Rub the paint, and if this does not remove the dirt use a fine friction.
Rinse well with the clear water and dry.
Change the water often.
Do not try to clean with dirty water.

When using kerosene, moisten the cleaning cloth with kerosene and rub the paint until clean.
Wipe dry with another cloth.
Leave the windows open until the odor is gone.

Waxed Surfaces:

Must be kept polished.
Clean with turpentine or kerosene on a cloth.
Replace the wax and rub well.
Water allowed to stand on a waxed surface makes BLACK spots.
Hot water takes off wax.

Cleaning Windows

Clean windows have been called "the hall mark of respectability."

Need:

Children handle them; there is danger from contact.
Dust and condensed vapors interfere with light.

To avoid the Necessity of Frequent Cleaning:

1. Ventilate the house while cooking or washing—the gases and steam will escape before condensing.
2. Dust the window panes daily.

Utensils:

Skewers, cotton flannel cloths, cheese cloth, chamois, crumpled paper.

Materials:

Bon Ami, plus water or ammonia water or alcohol.
Whiting, plus water or ammonia water or alcohol.
Water with kerosene (two tablespoons of kerosene to a pail of water).
Kerosene (good polish in winter).
Soapsuds, plus much rubbing and rinsing (apt to leave the glass cloudy).
Alcohol (in winter).

Method:

Brush the blinds or screens.
Dust the panes.
Clean the woodwork (use skewers in the corners).
Oil the woodwork if necessary, (protect the glass from the oil).
Lower the outer sash far enough for the arm to go down outside; reach as far as possible.
Wash, rinse, dry, and polish; drop way down.
Raise the inner sash and from above clean the top of the outside.
Finish the outer sash from below; raise to position.
Finish the outside of the inner sash from below.
Clean the inside of both sashes.

Note:

There are two methods of cleaning the glass:

1. By the use of dry cleaners; use Bon Ami or whiting with water or alcohol.
   Apply to the glass in an even paste.
   Allow this to dry and polish the glass with soft chamois or paper.
   Objection — the fine powder which flies over the furniture and stays on the window frames.
2. By the use of liquid cleaners. Use any of the materials as given above.
   Dust, wash, rinse, dry and polish as for any glass ware.

Avoid:

Dripping water, it streaks the glass.
Soap, not rinsed off, makes glass cloudy.
Sun on the glass, streaks the glass and is bad for the eyes of the worker.
Linty cloths.

Use:

Tepid water; cold does not dissolve the grease.

Especial care in corners.

For Spots:

Fly specks, — the smooth edge of a coin or alcohol.

Paint — turpentine.

Putty — scraping.

Whitewash — rub with vinegar.

Mirrors

Dust well and often.

Clean with alcohol (use care not to let it run under the frame).

Picture Glasses

Protect the frame.

Use alcohol or ammonia water (use care not to let it run under the frame).

Dry carefully, polish with chamois or crumpled paper.

Marble

The finished surface keeps the marble looking well, and partially nonabsorbent, — avoid friction, keep the surface polish as long as possible.

Use soft cloths and brushes.

If worn, scour with sapolio or whiting.

Spots:

For grease use Fuller's Earth for twenty-four hours.

Avoid acids; they remove the surface.

To smooth use emery paper, powdered emery, or pumice and rub with a circular motion; finish with whiting.

CHAPTER XV

TO OPEN AND CLOSE A HOUSE

Begin early to plan:

Calculate food supplies; reduce them to lowest possible terms.

Plan for the safety of the house and its furnishings.

Plan for the health of the members of the family on their return.

Plan for the convenience of the family on return.

Consider the length of time the house is to be closed.

Consider the time of year, — winter, summer, or longer time.

Dangers to a Closed House:

1. Fire:
   - Matches — leave only a few, in a tight metal box, in the front hall.
   - Electricity — safest to disconnect.
   - Gas — safest to disconnect the meter; leaks may occur and cause an explosion.
   - Spontaneous combustion — leave no piles of paper or old cloth.
2. Water supply:
   - Leaking faucets, splitting of brass pipes.
   - Freezing in winter.
   - Lead pipes sag and may leak; thirsty rats gnaw lead pipes.
   - Safest to shut off; do it yourself if it can be done in the cellar. Notify authorities if it must be done at the street.

Open all faucets and allow them to run when the water is turned off; this will drain the pipes. Be careful to have a pail under the waste pipe near the shut-off so that the water will not run into the cellar when the cock is closed and the pipes drained.

3. Waste pipes:
   The water seals in the traps evaporate if left unused a long time (two to four weeks). To PREVENT, flush and cover with oil (olive or lubricating oil); this will also prevent mosquitoes breeding in the water.
   Water seal freezes. To prevent, disconnect the fixtures and plug the pipe, or displace the seal with oil, glycerine, or molasses.
4. Roof leaks:
   Walls and furnishings spoiled. Have inspection made before leaving a house for a long time.
5. Dampness:
   Mildew on fabrics.
   Rust on metals.
   Corrodes silver.
   Avoid by CARE in regard to all source of moisture.
6. Squirrels (great danger in summer camps).
   They make nests in mattresses, clothing, rugs.
   Leave no open spaces for entrance.
   Cover the chimney top with a weighted board or a canvas cap.
   Hang clothing and bedding over lines.
7. Birds, mosquitoes, flies, bats (also troublesome in camps).
   Cover the top of the chimney and any other openings.

8. Burglars:
   - Store silver outside of the house.
   - Leave no food about the house.
   - Store very valuable fabrics outside the house.
   - Post burglar insurance.
   - Leave open shutters on each floor.
   - Explain the situation and the position of things to the policeman on the beat or to observant neighbors.
9. Insects, vermin:
   - In furnishings and fabrics.
   - Woodwork and mattresses.

To prevent, — leave no dirt, crumbs, or food supplies about the house. Protect all fabrics as carefully as possible. Allow the sun to come into the house.

Special Care should be given to:

1. The Heaters:
   - Clean, remove all ashes, free pipes, etc., from soot.
   - Oil with lard, or in case of furnace paint outside surface.
   - Take furnace smoke pipes down. Prevents rusting, also prevents petty thieves from building fires.
2. Furniture:
   - Cover from the dust.
3. Pictures:
   - Cover on the wall.
4. Expensive glassware: (for a long absence).
   - Wrap, mark, pack in a box or barrel.
5. Books on open shelves:
   - Cover with paper which folds over and behind each row of books.
6. Chandelier:
   - Dust and cover.

7. Brasses:
   Andirons:
   Polish and wind with cloth or paper.
   Curtain poles:
   Wind with paper.
   Small pieces:
   Desk sets, etc., wrap separately.
8. Iron chandelier or andirons:
   Rub with oil.
9. Furs:
   Cold storage is economy. Moth eggs cannot hatch.
10. Fabrics:
    Linen, cotton, table linen, bed linen, clothing, curtains — clean, not starched, preferably not ironed.
    Woolen: blankets, clothing, and underwear — air thoroughly, clean, free from grease. Hang where the sun can come in, separately in an open place, cover with sheets, or in cotton or tar bags on lines across a room. Pack in boxes lined with newspapers, in a cedar chest or closet, or pack with gum camphor or moth balls in tight drawers or trunks. Wrap each piece in newspaper and mark.
11. Rugs:
    Clean, roll and cover or spread on newspapers and pile with papers between, cover with cotton or newspaper. The newspapers should be folded over the edges. Rolled rugs should be raised from the floor on chairs or tables.
12. Carpets:
    Thoroughly clean, roll with camphor or a substitute.

If left on the floor, vacuum clean, remove tacks and powder the edges with camphor or insect powder.

13. Mattresses:

Cover the springs to prevent rust. Raise the the mattresses from the springs and cover with sheets.

14. Pillows:

Hang by the corners from a line and cover or put in tight bureau drawers.

15. Shades:

Brush and wipe free from dust. Roll close and cover with paper. If it is desirable to leave shades at the windows, use old ones if possible. The sun will fade and change the color and rot the fabric.

Actual Closing

Examine the plumbing.

Examine all food storage places.

Leave everything clean and dry, free from crumbs, free from food.

Dispose of all fat.

Protect soap from mice.

Allow some light in each room, preferably at the top of the window.

Close the windows and doors on the lower floor with shutters if desirable.

Admit air, by dropping a window a few inches at the top and fasten with brass bar.

Leave the windows on the upper floors unshuttered and, if possible, with old shades or white cotton to keep out the sun.

INVENTORY

Make three lists of everything in house.

1. Owner.
2. Caretaker.
3. Inside the house

Useful for — 1. Insurance.
2. Burglary.
3. Accident.

Insurance:

Have fire and burglar insurance. Enlist service and interest of policeman on the beat.

Keys:

Family, caretaker, policeman (if desirable).

To Open a House (*short absence*)

Have fires built before your arrival if possible.
Open every window.
Turn on the water in the cellar. Open the faucets.
Open the windows in the cellar.
Flush every trap in the house.
Build fires.
Dust the woodwork and floors.
Open the beds.
Uncover articles of furniture.
Unpack the bedding — air, dry, sun.
Unpack silver, etc.
(Use of lists apparent.)

To Open a House (*long absence*)

Connect all pipes and meters, electricity, gas, and water.

If plumbers are necessary, notify them ahead of time and make an appointment for the hour of arrival or have the caretaker attend to it. Proceed as after a short absence.

CHAPTER XVI

HOUSE INSPECTIONS

House Inspection

Before renting or buying:

Study —

The sunshine plan. Do you get the sun in the rooms when it is most important?

Arrangement of rooms. Are they pleasant to live in, comfortable to work in, light, easily cared for?

Examine —

The underpinning, leaders, blinds, and fastenings.

Paint — inside and out.

Ceilings and floors.

Doors — the knobs, stop knobs, sticking doors, locks and keys, door screens.

Heat, plumbing — kind, condition, failure to heat certain rooms completely? effectively?

Windows — cords and fastenings. Screens.

Gas burners — tips and shades.

Registers — screens, and closings.

Skylights — look for signs of leaks.

Cellar — air, light (day, evening), walls, stairs, floors, dampness, screens.

Position of fuel, refuse, furnace, size of coal bin.

Position of meters and shut-off cocks (water, gas, and electricity).

Consider:

1. Whether the results of the inspection on the whole make it wise to hire, or whether conditions are so bad that constant discomfort would result. Balance every advantage with every disadvantage.
2. Whether the conditions are so unfavorable that the cost of repairs would make the cost of purchase prohibitive or unwise.

Seasonal House Inspection

Spring:

Painting inside. Papering.
Kalsomining ceilings. Whitewashing cellar.
Floors and other wood finish.
Glazier work.
Carpenters' repairs — leaders, coal bin, doors, blinds.
Gas pipes.
Plumbing — drainage, faucets (new washers).
Disposal of waste — house and cellar.
Furnace — cleaning and repairs.
Carpets and rugs — mended and cleaned or replaced.
Curtains. Screens.

Fall:

Outside painting.
Chimney — mortar top, repointed.
Foundations, sills, steps.
Roof work — all leaks, shingles, tin, skylights, gutters.
Stove flues, clear.
Repairs on furniture.
Gas and plumbing — inspection for safeguard.
Replacing of furnace pipes. Inspection of radiators.
Mattresses renovated and window shades turned.

Window cords.

In some cases it does not matter whether repairs are made in the Spring or Fall; in other cases it makes a very decided difference either in cost, convenience, or permanence.

For example:

Outside painting stands better if done in the Fall.

Inside painting is less disagreeable if done in the early Spring, when the windows may be open: but before flies and insects are about.

Good Records to keep:

The cost of materials and work for —

Papering (also the way of calculating the amount of paper required).

Carpentering.

Plastering, whitewashing, kalsomining.

Cleaning of heating systems and flues.

Mattress renovating.

Plumbing, drainage, gas fitting.

Floor finishing.

Painting, inside work.

Glazier work.

Outside painting.

Removal of waste.

Addresses of workmen who have proved satisfactory.

CHAPTER XVII

SMALL REPAIRS, PLUMBING TROUBLES

Small Repairs

Provide a tool box containing a good hammer, screw driver, awl, wrench, small saw, nails, tacks, heavy scissors, wire, bit, chisel, and any other tools you require. Putty knife and glass cutter are useful.

In the absence of a "Handy Man" try what you can do yourself.

When you fail send for a carpenter.

Squeaking Doors:

A drop of oil on each hinge will usually stop a squeak.

Sticking Doors:

Avoid planing white wood doors. Shrinking and expansion continue.

Tightening the screws of the hinges will frequently stop a door from sticking.

Loose Door Handles:

Replace the worn screw with one slightly larger.

Locks:

Should be oiled frequently. Oil the key and turn it several times in the lock and the strikers will turn more easily. Tighten loose screws.

Holes in Woodwork:

Fill with putty, plaster of Paris, or sawdust and glue.

Gas Fixtures:

Emergency leaks — detect with soapsuds, stop with sealing wax or soap. Do not look for gas leaks with flames.

Sagging Blinds:

Push back into shape. Screw on iron angles at the corners.

Glazier Work:

May be done at home. Saves glass as well as money. Have glass perfectly level.

Masonry:

Temporary repairs may be made with Portland cement.

Window Cords:

May be changed if proper pockets have been left in window frames.

Unscrew the protection molding and take out the weights. Change the cord, threading it carefully over the pulley. The weight nearest the room is for the lower sash. Take care that the new cords are the proper length and are not twisted. Replace the molding and screw it tight.

Rattling Windows:

Remove the window fastening from one side and replace it just far enough back to bring the windows close together.

Screw the side moldings tight, and if the windows still rattle use small wedges at the side or between the sashes.

Sticking Windows:

Remove the molding. Loosen the frame. Rub the frame with hand soap or paraffin and replace.

Window Shades:

If soiled at the bottom remove from the roller and reverse; hem the top, tack the bottom on the roller, and use again.

Furniture:

To glue — remove all old glue from both surfaces. MELT the glue in a hot water bath; if too thick, thin with vinegar, NOT water. Apply as thin a layer of glue as possible, to slightly warmed surfaces. FIT the edges together perfectly. Apply EVEN pressure and continue the pressure until the glue is dry. Leave the excess glue until dry; then scrape it off or soften with vinegar.

To refinish furniture — take off the handles or knobs.

Remove the old finish by use of good varnish or paint remover.

Rub with sand paper, first fine then finer — finish with emery paper.

Apply reliable stain — then varnish; when dry rub down again, using oil and pumice or sandpaper.

When smooth, wax; rub vigorously to get a soft finish.

Replace the handles and knobs.

To paint Furniture:

Remove the old finish as before.

Rub smooth and paint with several coats of paint.

Do not add a second coat until the first is dry.

Finish with a coat of enamel paint.

If the various coats of paint are carefully rubbed down with emery paper, the result will be a better finish.

Sagging Cane Seats:

Turn the chair upside down and lay a wet cloth on the under side of the seat. If only beginning to stretch, this will shrink it tight again.

Painting:

Buy ready mixed paints. Name color may be untrustworthy; test before using. Thin with turpentine (carefully). Stir from the bottom with

a stick. Keep stirred as you use it. Remove the loose hairs from the brush. Work back and forth to loosen the hairs. If hairs come out while painting, remove them at once from the painted surface. Too wide a brush spreads paint unevenly. Saturate the brush; then remove all the paint possible. Take the last stroke with the grain of the wood. Protect other surfaces with thin sheet of metal or pasteboard. Dry each coat PERFECTLY before the next is put on. Start with a clean, smooth, dry surface, dusted and free from grease.

Wall Paper:

Paste down loose corners. Save surplus paper for patches.

Fade patches before pasting.

If paper is faded, but not torn, paint with cold water paint (kalsomine); it is inexpensive, easy to apply, not durable, will not wash, but can be renewed.

Plumbing Troubles and Remedies

WATER HAMMER

If there is a water hammer or banging in the pipes, have an extension of the supply pipes above or near the faucets in the lower story. These extensions or air chambers should be $1\frac{1}{2}$ or 2 feet long. A water hammer in a lead pipe strains the pipe and gradually bulges it until it bursts. If a water hammer returns after extensions are put in, shut off the water at the stop-cock inside the cellar wall and drain the water from the pipes. When the water is let into the pipes again, the air chambers will be filled with air and once more effective.

DRIPPING FAUCETS

Old-fashioned ground cocks can be repaired only by replacing the faucet. Compression cocks may have leather, fiber, or rubber washers renewed. Shut the water from the faucet either by a special cock near the faucet or, failing, that at the cellar. If it is a hot water faucet the supply of water from the tank must be shut off. When water is shut off in the cellar, there will be water which will drain from the waste pipe; see that it does not injure anything.

Unscrew the top of the faucet with a wrench if necessary. Unscrew the spindle and draw it out; unscrew the washer from the bottom of the spindle and replace with another washer. Provide half-inch and five-eighths of an inch washers for various size faucets.

BALL COCKS

The inlet of a modern water closet tank is regulated by a ball cock and float. The ball float rests on the surface of the water, and when the water is at its highest point the ball has closed the cock and the water is shut off.

Leakage through a ball cock is often slow and hardly noticed, but is costly and should be remedied.

The washer may be worn and allow the water to trickle through, or the rod which connects the ball with the cock may become bent with the upward pressure of the water. In this case the water finally reaches the level of the overflow before it is shut off. If inspection shows this to be the case the rod may with care be bent back to its proper position. If the rod is straight and there is still an overflow the cause is probably either a worn washer or some foreign substance between the washer and the metal. Shut off the water; take off the rod, which is usually held in place on the spindle of the ball cock by a cap screwed

over it. Remove the spindle and clean or replace the washer. If the float is submerged the ball itself probably leaks; if it is a copper ball the water may be drained out and the hole soldered. This sort of leak can be stopped temporarily by tying up the ball to keep it above the water line.

The outlet of a modern tank is regulated by a stopper which is lifted when the chain is pulled. This stopper may be a soft rubber ball or a flat valve; in either case the arrangement is such that the flow of water from the tank is automatic and after the chain is once pulled is not dependent upon the length of time the chain is held.

In the type of tank which has the rubber ball as stopper there is sometimes trouble due to the catching of the wire which holds the ball or to the fact that the ball itself becomes worn or soft and does not slip into place easily. In this case the water continues to flow into the flush pipe until the ball is pushed down into position. When this trouble appears, it is evident from the rushing sound, and the amount of water which pours into the closet bowl. These balls are easily obtained and replaced without hiring a plumber.

Notes:

In using caustic potash solution in the pipes of a porcelain or porcelain-lined sink, care must be taken not to let the potash come in contact with the porcelain as it will eat into the finish.

When planning the plumbing in your own house insist that every faucet or toilet fixture have a shut-off near it, controlling the supply of water to that faucet. This makes a water famine all over the house, because of the disability of any one fixture, unnecessary.

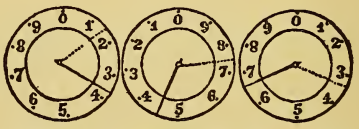
CHAPTER XVIII

THE READING OF GAS AND ELECTRIC METERS

To Read a Gas Meter

Gas is measured by the cubic foot, and the charge is for each thousand cubic feet. The number of cubic feet is recorded on the index, which is in dial form on the front of the meter.

In reading always take the last figure the hand has passed and read the numerals in sequence, beginning with the highest dial. If the pointer is between two numbers always take the smallest number.



Each division of this dial denotes 10,000 feet.

Each division of this dial denotes 1000 feet.

Each division of this dial denotes 100 feet.

How to Read a Gas Meter.

It is never necessary to reset a meter index; when the pointer on the highest dial reaches zero all the pointers revert to zero and the index resets itself.

Take a reading each month as near the time when the Company reads as possible. Keep a record of the readings and deduct the amount from the next reading. The difference will represent the amount of gas consumed during the period between readings and your bill for the month can easily be checked.

To Read an Electric Meter

Electricity charges are for the number of kilowatt hours used.

An ampere is the measure of electrical current.

A volt is the measure of electrical pressure.

A watt is the measure of electrical power.

The voltage and amperes are marked on apparatus; the volts $\times$ the amperes equal the watts.

The number of watts marked upon apparatus indicates the amount of electric power which will be used in one hour. A kilowatt hour is 1000 watts burned or used for one hour.

To read the meter read the dials as from a gas meter (in kilowatt hours instead of cubic feet). Keep the records in order to find the amount used in a given time.

Cautions

Do not use apparatus requiring more voltage than your wiring supplies. The usual voltage for private houses is 110; increased voltage usually doubles that, 220.

There are two kinds of current — direct and indirect or alternating. See that your apparatus is right for your current. Heating apparatus may be used on either. Power apparatus must usually be adjusted to one type, though there are universal motors which can be used on either current.

Make yourself familiar with the different circuits in your wiring. When there is no chart of the circuits turn on all the lights and unscrew one fuse after the other, noticing which lights go out as each circuit is broken. Keep a record of these tests and you can easily tell which fuses must be replaced if one burns out.

This chart and record will be valuable for the use of the electrician as well as the occupants of the house.

When a fuse burns out there is a cause for it, and if that cause is not apparent to you an electrician should be asked to find and remedy the cause.

You may replace the fuse temporarily and have the use of the lights. If the wires were short circuited the new fuse will blow out, but that will do no harm. It is well to keep several new fuses in the box for emergencies and to discard at once all old fuses.

Remember, if you cannot account for the burning out of a fuse, you should have in an expert who can do so and remedy the cause, not simply replace the fuse.

To Estimate the Cost of Electric Lighting

Multiply the wattage of each lamp by the number of hours you will average to burn that light each day. Add these totals and multiply by the number of days in the month. Reduce this total to kilowatt hours and multiply by the amount charged per kilowatt hour.

To Reduce the Cost of Electric Lighting

Reduce the wattage of your lamps to the smallest amount possible. Two 25 watt lamps are usually as satisfactory as one 60 watt lamp. A 40 watt lamp is almost always possible instead of a 60 watt lamp in a small room. For close work a 25 watt lamp will give as good results as the larger ones and 15 watt lamps can usually be substituted for the larger ones in passageways, closets, and toilet rooms.

The nitrogen-filled bulbs give more and better light than the regular bulbs, but the original cost is more.

Old carbon lamps should be discarded. A 16 candle

power carbon bulb burns 56 watts at its best, 60 watts when old, and gives far less light than a 40 watt Mazda.

There are at present sockets which may be adjusted so as to control the amount of electricity burned and reduce the wattage in a high watt bulb. These are cheaper to use than the old type of adjustable bulbs and give better light at all times and new bulbs may be put in when the old ones burn out.

CHAPTER XIX

PROGRAM OF WORK

It is better to have a plan which will cover the important work and break it than to work from hour to hour heedlessly, attending to every nonessential which thrusts itself forward.

Objects:

Accomplishment of work.
Time saved.
Strength conserved.
Accomplishment of essentials, elimination of the unimportant details.

Methods:

Consider all.
Choose the best for your purpose.

Requirements:

To do satisfactory work.
Get good results.
The use of the least time.
The use of a reasonable amount of strength.

Systems:

Avoid complicating systems.
Programs must be flexible.

Work:

Make program for maids:
Weekly.
Daily.

Weekly program should include:
- Hours of work.
- Special work each day.
- Free time.

Daily program:
- Hours for regular work.
- Hours for special work.
- Free time.

Program for housekeeper:
- Daily routine.
- Order of work rather than hours for the work.
- Allow for interruptions.

Season's program, month or more:
- Vary week's program to fit.
- Special work planned definitely by weeks.

Programs for Housekeeper or Maid should be:

(*a*) Practical, filling requirements, setting a standard.

(*b*) Considerate of self, family, maids.

(*c*) Adaptable, to unchangeable conditions, — wood, coal, gas.
to emergencies, — weather, market supply, no water.
to changing conditions, — lack of service, new utensils, new facts.

(*d*) Insistent on essentials, promptness, cleanliness, order.

(*e*) With recognition of
Family: habits, duties, number.
House: arrangement, size, age.
Number of workers.
Conveniences, or the lack of them.
Time required for each task.

(*f*) Ingenious, make conditions help, eliminate habits and poor conditions when possible.

(*g*) Aim — health of self and family.
Comfort of self and family.
Appearance — clean, decent.
Economy of strength, money, time.

Programs for helpers:

Must include consideration of:
The Golden Rule.
The human element.
The number of working hours.
The free time — (not broken into).
Time spent subject to call is not rest or free time.
Extra pay for extra work.
54–58–60 hours week?
The best way to find out what can be done is to try to do it in the time allowed.

Lines of Travel should be considered:

Maids, —
Kitchen — sink, stove, store room, table, refrigerator, pantry, utensils.
Cellar — kindling, coal, wood, ashes.
Laundry — tubs, wringer, lines, stove.
Dining room — dishes, kitchen, sink.
Family, —
Bedrooms — closets, dresser, windows, bed.
Living rooms — tables, chairs, ornaments, other rooms.

Order of Work:

Plan — with body in mind.
Aim — gentle exercise.
Dangers — too much exercise at a time, too severe exercise at a time.
Position — spine erect, head up, neck against the back of the collar.
Bend the body at the knees and hips — too much

forward bending is wrong — avoid stooping and holding the head forward.

Shoulders — dropped going upstairs.

Walk — change frequently, flat on the foot, the toes down first, on the toes backward and forward.

Rest — frequently, close the eyes or look away, change work, don't stand when you can sit, don't sit when you can lie down, remove the shoes while resting, change shoes to rest your feet.

Breathe DEEPLY as often as possible.

Avoid too long continued use of one set of muscles.

Arrange sequence of processes to obtain sequence of exercise.

Program Hints for Housekeepers

For Early Hours:

Dust the dining room, air downstairs rooms, sweep the piazzas.

After Breakfast:

Sweep the dining room, arrange the bedrooms, dust the living rooms, clean the bath rooms, do the special work of the day.

General Rules:

Each member of the family should have a share in the house duties, no matter how slight. Upon its execution should depend the comfort, in some measure, of the family as a whole.

Work done at night will not have to be repeated in the A.M. when time is crowded.

The breakfast table may be set and covered, and the living rooms put in order and aired, the last thing at night.

Program Hints for Cook and Second Maid

The following programs for cook and second maid are suggestive only.

Individuals must substitute as needs require.

COOK'S PROGRAM

58–60 Hours per Week

Cooks and serves meals.

Attends to left-over food.

Responsible for cleanliness and order of: refrigerator, pantry, store rooms, basement stairs, kitchen, back porch, toilet.

Time spent doing personal laundry should not be counted in the hours per week.

May plan her work as she chooses, but must arrange definite days for each part of the cleaning.

Waits on table when second maid is away.

Alternates with second maid in answering doorbells evenings.

Has one afternoon and evening free each week.

Has every other Sunday afternoon and evening free.

SUGGESTIVE PROGRAM FOR COOK'S CLEANING

Monday:

Mop kitchen and laundry floors.

Tuesday:

Clean ice box.

Put store room in order.

Wednesday:

Clean pantry and put it in order.

Thursday:

Clean back porch and toilet.

Clean basement stairs.

Friday:

Put ice box in order.
Clean her own room.

Saturday:

Clean gas and coal ranges.
Clean and put kitchen in perfect order.

Sunday:

Arrange to do only necessary work.
All possible Sunday cooking to be done Saturday.

Second Maid Program

Responsible for waiting on table, care and order of dining room, living room, bedrooms, halls, bathrooms, table silver, china.

Wash and iron table napkins and doilies.
Answer doorbells and telephone, if the family is away.
Prepare bedrooms for the night.
Sweep front piazza and steps.
Cook and serve meals when the cook is away.
Alternate with the cook in the evening, answering doorbells.

SUGGESTIVE DAY'S PROGRAM FOR SECOND MAID

Breakfast at 7.30.

Before Breakfast:

Air living rooms and put them in order. Dust polished surfaces.
Set table.
Serve breakfast.
Eat own breakfast.

NOTE: In many households the maids prefer to eat their own meals before the family meal is served. When this is impossible the maids'

meal time is adjusted to the convenience of the individual household.

Clear table.
Wash dishes and dish towels.
Leave dining room and pantry in order.
Make beds.
Do necessary dusting of floors in bedrooms and halls.
Put bathrooms in order.
Dust living rooms.
Do special work for the day (ironing — cleaning silver).
12 o'clock set table for luncheon.
12.30 eat own luncheon.
1 P.M. serve luncheon.
Have dishes done and everything in order by 2.30.
From 2.30 to 3.30 resting time.
From 3.30 to 5.30 answer bells.
Prepare dining room for dinner. Eat own dinner.
Serve dinner and clear away.
Leave dining room and pantry in order.
Prepare bedrooms for the night.

Suggestive Program for Special Work for Housemaid

Monday:

Count and put up flat work for laundry.
Thoroughly clean the bathroom.
Wash doilies and napkins.

Tuesday:

Ironing.

Wednesday:

Clean the bedrooms (it may be necessary to divide the rooms and thoroughly clean half of them alternate weeks).

Thursday:

Clean silver — afternoon out.

Friday:

Clean living rooms and halls.

Saturday:

Wash and iron necessary napkins and doilies.

Clean pantry.

Sunday:

Do only necessary work.

Problems for Housekeeper

The paths you take in your work or occupation of a room are lines of travel.

I. Sketch your kitchen and dot in the lines of travel.

Could they be shortened?

Without expense?

With expense?

Would time and strength be saved?

Do they cross?

Can that be avoided?

Consider speed in work and convenience.

II. Sketch your bedroom and living room.

Dot in the lines of travel.

Do they cross?

Are they unnecessarily long?

Will moving furniture shorten them?

For the occupants?

For the caretakers?

Consider — closets, clothing, doors, chairs, bed, and dresser, tables, lights, windows.

Consider, —convenience, beauty of arrangement, restfulness of appearance.

CHAPTER XX

HOUSEHOLD PESTS

Flies

Danger:

Carriers of disease germs and filth.

They carry filth and disease germs on their feet, legs, and bodies, and in their digestive track and leave them on food.

Breeding Places:

Garbage pails, barn cellars, open privies, manure heaps, pig pens, decaying fruit.

Prevention:

Elimination or regular disinfection of all possible breeding places (one gallon water to 2 lb. iron sulfate or $2\frac{1}{2}$ lb. dry sulfate sufficient amount to disinfect the manure from one horse).

Careful screening of all houses and stables.

The storage of manure in dark well-screened rooms or tight cement pits.

The spreading thin of all manure when taken from these pits.

Close screening or inclosing of all open privies (see Farmers' Bulletin #463).

Frequent emptying of garbage cans.

Complete burial or burning of all decaying animal or vegetable matter.

Remedies:

Drive from a dark room toward a bright light,—"Hodge" or other traps, well baited with bread and milk or banana.

Insect powder:

Pyrethum, — hard to get fresh.

Buhach, — fresher and more effective. Sprinkle freely all about the room at night, close the room tight, and in the morning sweep up the stupefied flies and burn them.

Fly Paper:

Tanglefoot or poison paper effective — the latter dangerous if children or pets can reach it.

Formaldehyde:

One tablespoon of 40% solution in one pint of milk and water with a piece of bread.

Expose in a shallow dish near a single ray of light coming into an otherwise dark room. There must be no other food about.

Special Care needed in the House:

Protect food by screens, covers, boxes, etc.

Thoroughly screen or cover all garbage until it can be burned, buried, or otherwise safely disposed of.

Thoroughly disinfect or burn excretions of patients suffering from typhoid fever or other intestinal disease. In such cases ask for and carry out special instructions from the Board of Health or Physician.

Keep flies from the kitchen and dining room; they contaminate the food.

Keep flies from the living rooms and bedrooms; they are annoying and disagreeable.

Keep flies from the sick room; they are annoying and may spread contagion.

Mosquitoes

Dangers:

Carriers of malaria and other diseases.

Source of discomfort.

Breeding Places:

Common mosquitoes:

Water in traps or toilet utensils which are not used frequently.

Roadside pools, sewers, rain barrels, tin cans, any receptacle which contains stagnant water.

Malarial mosquitoes:

Edges of creeks, brooks, ditches.

Prevention:

Drain or fill all pools of stagnant water.

Cover the surfaces of water which cannot be drained with oil or kerosene.

Where pools cannot be drained or oiled, stock with fish.

Empty all buckets or barrels frequently.

Screen all water barrels with fine mosquito-proof wire netting.

See that no empty cans or boxes are allowed to stand open to catch water in yards or dumping places.

Remedies:

Use a mixture of two ounces oil of citronella, one ounce of oil of cedar, one ounce spirits of camphor, on the hands, face, and ankles. Mix the liquid with white vaseline and it will be effective longer.

Catch mosquitoes on the screens in early morning or on the ceiling at night.

A tin cup fastened to a stick, filled with hot soapy water and held directly under mosquitoes on the ceiling, will stupefy them and they will drop into the water.

Screen house and cellar windows and doors; use very fine wire and cover the whole window if possible.

Adjustable screens are nearly useless for mosquitoes.

If all other means of prevention fail, sleep under netting.

If in a "malarial section" screen the porches.

Read Rules for Prevention of Yellow Fever (Public Health and Marine Hospital Service).

Moths

Destroy woolen, silk, or cotton materials according to kind of moths.

Source:

Eggs are laid on material which serves as food to larvæ when they hatch.

Prevention:

Clean perfectly, brush, and hang in the sun and air — to be sure there are no eggs or larvæ on the clothing.

Store in sealed boxes or moth-proof bags or seal in newspaper and tie in cotton bags.

Cold storage effective but expensive.

Facts to remember:

Strong odors of camphor, cedar, moth balls, etc., do not kill moth eggs or larvæ.

If eggs are shut in with clothing moths will hatch and eat the material.

Garments worn frequently are less liable to be eaten than those left undisturbed in a dark closet.

Sunshine and air are the best protection against moths.

Spraying with benzene will kill any eggs or larvae.

Carbon bisulphide or gasolene in an uncorked bottle shut into a tight box or trunk is protection for clothing in the trunk.

Buffalo Bugs

Dangers:

The injury is from the larvæ, which are brown and hairy, grow rapidly, eat voraciously, and destroy much material.

Prevention:

Is difficult if they are once in a house.

Spray walls and cracks with gasolene, wash floors and shelves with gasolene or kerosene (both are inflammable — beware of flame).

Remedies:

Care for and protect clothing as from moths.

Eliminate carpets as far as possible.

Lay pieces of soft wool on closet floors and trap the larvæ. Examine the cloths every day.

Buffalo bugs are more likely than moths to eat clothing which is in use.

Fumigation with hydrocyanic gas is effectual — but the gas is a deadly poison.

Such fumigation should only be undertaken by a very careful painstaking person who understands the danger.

Read Hydrocyanic Gas against Household Pests, — circular 163, Bureau of Entomology, U. S. Dept. of Agriculture.

Fleas

Two kinds (troublesome to the housewife): cat and dog fleas and the human flea.

Dangers:

Carriers of disease, source of extreme discomfort.

Sources:

House pets — unclean conditions.

Prevention:

Cleanliness, special care of pets.

Remedies:

Spray floors and rugs with benzine or gasolene.
(Do not allow any flame in the room.)
In bad cases remove floor coverings and wash the floors and rugs with strong soapsuds.

Ants

Danger:

Destruction of food.

Source:

Nests in decaying wood or in earth near the house; tracks to the house may often be found.

Gathering Places:

Sweet foods and fats, greasy pans and dishes.

Prevention in the House:

Perfectly tight floors and base-boards, fine screens in the windows, destruction of nests when possible.

Remedies:

Strong oil of sassafras around each dish of food or at every crack where they can come in.
Place food on a table and stand the legs of the table in jars of water covered with oil; this is efficient for small ants. Giant ants will manage to cross it.
Trap the ants in a sponge soaked in sweetened water or by a rind of pork or bacon, and pour boiling water over them.
Kerosene oil in the crack where they enter will drive them away.
Tartar emetic in sirup, exposed in small dishes where the ants are eating, is often effective.

Strong powdered cloves will often drive them away.

Notes:

The tiny red ants or emmets are frequently swarming all over food, tables and utensils before they are discovered.

They travel in procession and their point of entrance can usually be traced.

Wash the shelves where they are found with scalding water and wipe with a kerosene cloth — repeat frequently.

The giant black ants and the smaller black ants may be driven away by the use of strong oil of sassafras or fresh ground cloves; but there is no remedy absolutely effective if the giant black ants are persistent.

These large ants will carry away their dead; they will go up the wall and climb over on the under side of a shelf and drop on to food which has been protected by rings of sassafras or poison. They will swim across dishes of water to reach food. They will follow food which has been moved.

Eternal vigilance is the only safeguard.

Bed Bugs

Dangers:

Annoyance, possible disease carriers.

Source:

Chance contact in street car, travel, clothing, bottom of baskets or bags.

May be part of an army traveling from house to house.

Breeding Places:

Dark, dusty cracks.

Prevention:

Watch packages and clothing after travel.

If one is found, look carefully for others and repeat the examination at intervals of two days until convinced they are gone.

Remedies:

Kerosene or gasolene (BE SURE there is no flame about), spray into cracks and wipe all surfaces. Repeat several times, with intervals between.

Boiling water is effective when it will not injure the furniture.

Corrosive sublimate solution is good, but is poison; be careful not to leave either tablets or solution where children or pets will get them; bottles should be plainly marked and put away.

Cockroaches

Danger:

Destruction of food, production of filth.

Source:

Dampness, filth.

Breeding Places:

Plumbing, damp cellars or closets.

Prevention:

Keep shelves and pipes and cracks dry and clean.

Remedies:

Sprinkle borax or insect powder freely wherever they come. Replace borax whenever it is washed or brushed up. No remedy is very successful as long as there is dampness. Stop up cracks; replace damp decaying wood with dry wood and fresh paint.

Rats and Mice

Dangers:

Destruction of food and clothing, disease carriers.

Source:

Walls, cellars, holes, sewers.

Prevention:

Stop up all holes and cracks with broken glass and cover with sheet metal.

Cover all food, have no crumbs of food about.

Remedy:

Use a trap, set with cheese, near the wall and close to the hole of entrance. Traps are useless if there is other food obtainable. A good cat is usually the best trap.

Use poison if there are no pets about.

Molds

Dangers:

Spoil food, disfigure fabrics, cause musty odor, are indicative of dampness.

Source:

The air.

Breed:

In dampness.

Prevention:

Good drainage, dry air in the house and cellar, dry refrigerator.

Remedies:

Keep foods cold, covered, and dry.

Scald storage utensils and dry in the sun.

Fresh air and sunshine failing, start fires long enough to dry the air in the house and prevent the growth of molds on fabrics.

Weevils, Moths, Beetles, Worms

Dangers:

Destruction of cereals.

Source (in house):

Cereals already infected when purchased, old or imperfectly cleaned storage boxes.

Prevention:

Careful watching and quick removal of any infected cereals. Tightly closed boxes or jars for storage of cereals.

Remedies:

The careful cleaning of all storage utensils.

Throwing away of infected material.

Large amounts of flour may be fumigated with carbon bisulphide.

This gas is inflammable; no lights should be used near the room until the gas has disappeared.

INDEX

Adulterations, 62
Agate ware, care of, 142
Aluminum, care of, 142

Ball cocks, 212
Bath room, care of, 174
  fixtures, to clean, 174–175
Bed making, 170
Bedrooms, daily care of, 169
Beef, points of choice, 12
Beef charts, 13–17
Books, dusting, 190
Brass, to clean, 165
Breakfast dishes, suggested, 94
Brooms, 184

Care of bath room, 174
  cellar, 115
  cleaning utensils, 192
  dining room, 152
  kerosene stoves, 133
  kitchen, 127
  linoleum, 145, 187
  living room, 160
  refrigerator, 138
  sinks, 137
Carpet sweepers, 183
Cellar, care of, 115
Chamber work, 167
  problems, 173
China closet, 178
Cleaning, bath room, 174
  bath room fixtures, 174
  brass, 165
  copper, 165
  enameled wood, 194
  finished wood, 194
  floors, 185
  furniture, 164
  general, 181
  general rules for, 191
  materials for, 191
  methods of, 193
  natural wood, 196
  paint, 196
  shellac or varnish, 195
  stained wood, 195
  unfinished wood, 193
  utensils, care of, 192
  wax surfaces, 197
  woods, 193–197
Closed house. See House.
Closing of house, actual, 203
Clothes, closets, 177–178
  storage, 178
Coal range, choice of, 127
  construction and parts, 128
  facts to remember, 129
Cooking utensils, 141
  care of, 141
Cook's program, 222
Copper and brass, to clean, 165

Day's food, should provide, 100
Desserts, 91–93
  luncheon, 96
Dining room, care of, 152
  pantry, care of, 146
Dinner meats, 86–87
  sources of, 181
Dirt, methods for removal of, 191
Dish towels, 151
Dish washing, 147
Dust, source of, 187

Dusting, aim in, 187
books, 190
floors, 189
furniture, 190
methods for, 189
pictures, 191
purpose of, 188
utensils for, 189

Electric lighting, to estimate cost of, 216
to reduce cost of, 216
meter, to read, 215
Enameled wood, cleaning, 194

Faucets, dripping, 212
Finished wood, cleaning, 194
Fire, to lay a fire place, 160
Fireless cookers, care of, 135
construction of, 134
method of use of, 135
purpose of, 134
use of, 134
Fish, general rules for purchase of, 32
points of choice of, 32
Fish chart, 33–41
Flies, 226
Floors, care of utensils, 186
cleaning, 185
dusting, 189
kitchen, 145
sweeping, 184
to oil or wax, 186
Food, the day's, 100
Food inventory, to take a, 107–112
Food storage closet, 176
Foods, grouped to show uses, 102–106
Fruit, general rules for purchase of, 42
Fruit chart, 43–48
Furniture, to clean, 164
dusting, 190
to polish, 165
to repair, 210

Garnishes, 87–89
Gas meter, to read a, 214
Gas range, choice of, 130
construction of, 130
use and care of, 131
General cleaning, 181
General rules for cleaning, 191
marketing, 5
Groceries, general rules for purchase, 62
Grocery Chart, 65–78
Grouping foods to show uses, 102–106
Guest room, 172

House, dangers to a closed, 199
birds, 200
burglars, 201
dampness, 200
fire, 199
insects and vermin, 201
roof leaks, 200
squirrels, 200
waste pipes, 200
water supply, 199
House, inspection, 205
buying, before, 205
renting, before, 205
seasonal, 206
House repairs, fall, 206
spring, 206
records of, 207
House, special care to closed, 201, 203
books, 201
brasses, 202
carpets, 202
chandelier, 201
fabrics, 202
furniture, 201
furs, 202

glassware, 201
heater, 201
iron fixtures, 202
mattresses, 203
pictures, 201
pillows, 203
rugs, 202
shades, 203
House, to close, 203
to open, 204
to open and close a, 199
Housekeepers' program, 219
Housemaids' closet, 176

Insurance, 204
Inventory of house furnishings, 204
Ironware, care of, 142

Kerosene stoves, use and care of, 133
Keys, 204
Kitchen, care of, 127
closets, 144
dishes and utensils, 141
floors, 145
iron, 136
porcelain, 136
sinks, choice of, 135
slate, 136
soapstone, 136
tables, shelves, and floors, 144
use and care of, 137
waste, disposal of, 140

Lamb, points of choice, 18
Lamb chart, 19–21
Laundry, equipment, movable, 117
equipment, stationary, 117
list of equipment and materials, 119
colored clothes, 123
flannels, 124
ironing, 122
methods, 120
silks, 123
sorting clothes, 120
stockings, 124
to blue clothes, 121
to clean the, 120, 135
to dry clothes, 121
to starch clothes, 121
white clothes, 121
Left-overs, suggested use of, 93–94
Linen closets, 177
Lines of travel, 220–225
Linoleum, care of, 145, 187
Living room, daily care of, 160
to clean, 161
Luncheon desserts, 96
dishes, suggested, 94–96

Marble, to clean, 198
Marketing, buying, 6–8
general rules for, 5–6
methods of, 6
Marketing charts
description of, 9
beef, forequarter, 13–14
hind quarter, 15–16
other cuts, 17
lamb, 19–20
mutton, 19–20
veal, 22–23
pork, 25–26
poultry, 28–31
fish, 33–41
fruit, 43–48
vegetable, 51–61
groceries, 65–78
Materials for cleaning, 191
Meat, selection of, 10
Meats, dinner, 86–87
Medicine closet, 179
Menu and order sheets, 97–99
Menu making, 80
chart plan, 85–96
ring and card plan, 82–85
Menu charts, 86–96

Meter, gas, 214, electric, 215
Methods of cleaning, 193
marketing, 6
Mice, 234
Milk, directions for purchase of, 79
Milk bottles, care of, 144
Mirrors, to clean, 198
Molds, 234
Mops, dry, 184
Mosquitoes, 227
Moths, 229–235
Mutton, points of choice, 18
Mutton Chart, 19–21

Natural wood, cleaning, 196

Opening a house, 204
Order Sheets, 97–99

Paint, cleaning, 196
care of dining room, 146
Pantry, equipment, 146
Pests, ants, 231
bed bugs, 232
beetles, 235
buffalo bugs, 230
cockroaches, 233
fleas, 230
Picture glass, to clean, 198
Pictures, dusting, 191
Plumbing, personal responsibility for, 176
repairs, 211
troubles and remedies, 211
Pork, points of choice, 24
Pork chart, 25–26
Poultry, general rules for selection of, 27
Poultry chart, 28–30
Preservatives, 62
Problems for housekeeper, 219
daily, 219
Program, for cook, 222
helpers, 220
housekeepers, 219
second maid, 223
work, 223
weekly, 219

Quantities, purchasing in, 63

Range, gas, 130–131
coal, 127–129
Rats and mice, 234
Reading lamp, to care for a, 161
Refrigerator, choice of, 137
to clean, 139
use and care of, 138
Relishes, 87–89
Repairs, seasonal, 206–207
to house, 208
Rules for buying, 6–8

Second maid's program, 223
Sewing closet, 179
Shellac, cleaning, 195
Silver, to clean, 150
Sinks, kitchen, 135–137
Small repairs, house and furniture, 208
Soups, suggested use of, 93
Special care in closed house, 201
Stained wood, cleaning, 195
Steel knives, care of, 144
Storage closets, 176
Stoves, coal, 127–129
gas, 130–131
kerosene, 133
Sweeping, carpet, 185
dangers from, 185
floor, 184
linoleum, 184
methods of, 184
need for, 181
utensils for, 182

Table Linen, 146
service, 155–159
setting, 152–155

Tin ware, care of, 142
Toilet, 174
Towels, dish, 151

Unfinished wood, 193
Utensils for cleaning, use and care of, 191
cooking, 141
sweeping, use and care of, 182

Vacuum cleaners, 183
to clean with a, 162
Varnish, cleaning, 195
Varnished floors, 145
Veal, points of choice of, 21
Veal chart, 22–23
Vegetable chart, 51–61
Vegetables, general rules for purchase of, 49
starchy, 89–90
succulent, 89–90

Washing, dish, 147
Waste, disposal of kitchen, 140
Water hammer, 211
Waxed floor, care of, 185
Wax surfaces, cleaning, 197
Weevils, 235
Windows, to clean, 196
Wooden ware, care of, 143
Woods, to clean, 193–197
Worms, 235

Zinc covered tables, 144

DEC 1 1 1917

LIBRARY OF CONGRESS
0 014 181 115 0